Sri Lanka Institute of Information Technology

BSc. (Hons) in Information Technology
Year 2 Semester 2

Personal Development Plan
Employability Skills Development (IT2100)

Student Name: S.A.H.K. Samarakoon

Student ID: IT23578678

Self-Assessment

I have conducted a thorough self-assessment by SWOT analysis to bring into view my existing position, strengths, and weaknesses that must be overcome, having a critical glance at my strengths, weaknesses, opportunities, and potential threats.

By the SWOT analysis as my strengths, I possess a preliminary knowledge of the principles of IT, good analytical thinking skills and systematic approach towards work, I am disciplined in studies to a great extent, and I can perform multi-tasking, as attested by my consistent performance in coursework. I realize that I possess the ability to solve problems more logically according to the scenario.

The greatest weakness that I have observed is an inability to always respect or regard others' thoughts completely, often causing problems in group settings. This has manifested as an overconcern with my own views instead of the general input, leading to problems with teamwork. Secondly, I've discovered a lack of leadership ability, preferring to follow rather than initiate or lead, and struggle with motivating others or delegating work effectively. Thirdly, I also observe inconsistence in knowledge on coding.

The ability to specialize in Data Science in the next semester provides a path to develop very sought-after problem-solving and analytical abilities. Being able to get an internship after this year is a big deal in terms of gaining real-world experience and networking. The university also has many clubs and societies that can develop leadership abilities and collaborative skills.

While the risks I came across, the fiercely competitive nature of IT job market is a great challenge. Rapid technological innovations demand continuous learning and adaptation and failing to address my interpersonal and leadership deficits could seriously hinder my professional development.

My skills assessment reveals important gaps in interpersonal communication, active listening, leadership, and computer programming that are all crucial to being a good team member in any career. These will be the pillars of my development plan.

Goal Setting

Based on the SMART model, I establish specific, measurable, achievable, relevant, and time-bound short-term, medium-term, and long-term goals. The goals deal directly with my weakness and opportunities based on my self-assessment, as per my long-term career objectives.

Short-term goals (6–12 months):

1. Get an internship for data-related tasks or IT support by December 2025 to gain industry exposure and connect academic learning.

2. Finish the semester successfully with a GPA of 3.4 to get accepted to study Data Science specializing.

3. Be a considerate non-disrespect of others' ideas by being a good member of online group discussions like live chats and applying 7 Active Listening Techniques for me.

Medium-term goals (1–3 years):

1. Develop leadership skills by taking on a leadership role in at least one group project by Year 3.

2. Finish Data Science specialization with satisfactory academic grades (1st class), developing a small project highlighting analytical and problem-solving skills with an aviation-based theme.

3. Research and fulfill all prerequisites for admission to Air Traffic Controller training program, i.e., physicals, psychological evaluation, and academics.

3–5 years long-term objectives:

1. Get accepted into Air Traffic Control training program after graduation based on my excellent academic record and enhanced interpersonal skills.

2. Get Air Traffic Controller certification to ensure safe and permanent career in aviation profession.

3. Seek avenues to advance within the aviation profession by leveraging my Data Science ability to enhance professionalism.

Action Planning

To achieve my short-term goal of gaining an internship, I will:

- Update my CV and LinkedIn profile to highlight similar coursework and analytical abilities by September 2025.
- Attend university career fairs and networking events and make contact with at least five prospective employers by October 2025.
- Apply for at least 15 relevant internship opportunities in career websites like TopJobs.lk by November 2025.

For my academic goal of maintaining a GPA of 3.4 to be eligible to join Data Science specialization and finish degree with 1st Class:

- I shall create a properly planned study timetable for all my modules and allocate a certain amount of time for self-study and problem-solving by this semester.
- I shall take initiative in seeking clarification from lecturers on topics that are difficult and participate in study groups to facilitate group learning.
- I will utilize online tutorials and resources available only to Data Science to supplement my learning from lecture notes.

To counteract my weakness at judging others' ideas and to start acquiring leadership skills:

- I shall engage actively in class discussions and group work (Group contests such as Hackathon), going out of my way to hear others' opinions carefully before giving my own response. I shall go out of my way to ask clarifying questions and paraphrase others' thoughts to clarify understanding.
- I shall request feedback from lecturers and peers following group sessions particularly on my collaborative style and ability to accommodate multiple perspectives.
- I will become a member of a student association (e.g., AIESEC, MS club) prior to October 2025, targeting jobs that entail collaboration and respectful exchange.
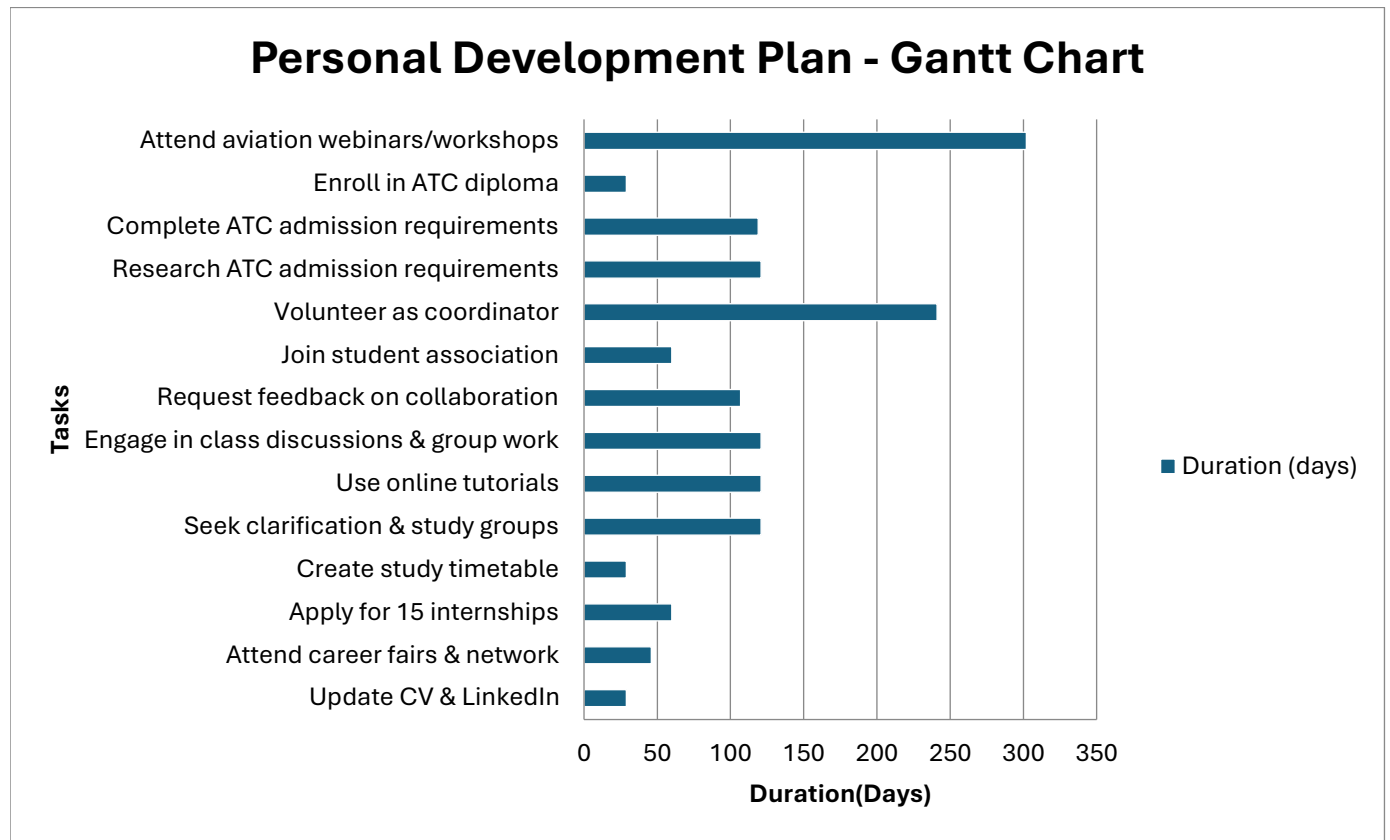
For developing leadership abilities (medium-term):

- I will volunteer to be a coordinator for campus events or group projects, increasingly taking on more responsibilities.

For my long-term ATC career objective:

- I will learn the precise admission requirement of Diploma in Air Traffic Controller in Sri Lanka by December and complete them before April 2026. Such as improving English language by enrolling in a short course and make my control over communication language more commanding and understandable
- I will enroll in my Diploma in ATC course by June 2026 in CATC.

- I will identify and attend any informational webinars or workshops on offer from training schools or aviation authorities.

Personal Development Plan - Gantt Chart

Horizontal bar chart showing task durations in days. Y-axis labeled "Tasks", X-axis labeled "Duration(Days)" ranging from 0 to 350. Legend: Duration (days).

Task	Duration (days) approx.
Attend aviation webinars/workshops	300
Enroll in ATC diploma	30
Complete ATC admission requirements	120
Research ATC admission requirements	120
Volunteer as coordinator	240
Join student association	60
Request feedback on collaboration	105
Engage in class discussions & group work	120
Use online tutorials	120
Seek clarification & study groups	120
Create study timetable	30
Apply for 15 internships	60
Attend career fairs & network	45
Update CV & LinkedIn	30

Monitoring And Evaluation Strategy

I will track progress through a monthly review process with the use of an online planner like Sunsama, whereby every objective will have detailed milestones. For instance, my internship search will have milestones for submitting CV, preparing for interviews, and follow-up calls. My academic progress will be tracked on a weekly basis through tracking study time and quiz grades and most critically through my GPA every semester.

As for my interpersonal skills, I will maintain a reflective journal to document instances where I actively listened and respectfully entertained other individuals' thoughts, in addition to challenges and areas of improvement. I will ask direct feedback particularly from project team members and peers on the collaborative style and openness towards suggestions after group allocations.

If my GPA falls below 3.2 in any semester, or if I have not gotten through with an internship by the end of the year, I will revisit my study habits, application approach, or time management skills and adjust my action plan accordingly. Similarly, if I do not find tangible improvement in my ability to respect other individuals' ideas or leadership skills, I will go to other resources such as communication workshops or peer coaching.

For monitoring my long term objectives I use Kanban Board. There one can categorize goals on the basis of their status. Like Completed, In progress and To start. On that basis I am able to easily comprehend about the progress which I had made and I can decide the speed at which I have to work in order to achieve my goals.

Personal Insight and Motivation

My ultimate goal is to be an Air Traffic Controller, a job that demands the best accuracy, swift stress decision-making, and perfect communication. The immense duty of maintaining aviation safety and managing complex airspace dynamics greatly attracts my desire to be part of a critical public service.

I chose a specialization in Data Science, both due to my intense desire to leverage data for insights and because of its growing use across all sectors, including aviation. I am certain that the strong base in Data Science will provide me with the outstanding analytical capabilities that would be used to enhance air traffic flow, predict potential system failures, or maximize safety protocols in the future and make me a more valuable and dynamic professional in the long run. Conquering my weaknesses in respecting others' ideas and leadership is crucial because both ATC and Data Science groups require good teamwork, good communication, and influencing and guiding others. This PDP is my roadmap that leads me on the right path to developing the full set of skills necessary in order to achieve my high ambitions and excel in these demanding fields.

Presentation and Communication

This PDP is laid out in clear, concise sections and bullet points to be easily read and comprehended. I have employed professional language and concision so that all goals, action plans, and monitoring measures are explicitly defined. I have been extremely vigilant with grammar, spelling, and overall flow to present a smooth, professional document. Utilization of the utilization of a Gantt chart and the Screen shot of the Kanban Board to graphically present the timelines of key goals and milestones can increase the impact and usability of the plan even more.

Use of Supporting Evidence and Tools

This PDP is supported by various concrete pieces of evidence. I will share a screenshot of my academic transcript to verify my GPA and current academic status. Besides, a screenshot of my CV and updated LinkedIn profile will be proof of career planning and internship application activities. I intend to use career planning tools of the university career services to find suitable internship opportunities and customize my application materials.

CV

HEVAN KAVIDU

- Name - Samarakoon Arachchige Hevan Kavidu Smarakonn
- Age - 21 Years
- Date of Birth - 4th June 2003
- NIC - 200315600999

☎ 0777 855 524

✉ hevankavidu@gmail.com

📍 7/3, School Lane, Gallegedara Develepola

EDUCATION

ANANDA COLLEGE - COLOMBO 10

- Odinary Level (2019) - 7a's , 1B and 1C
- Advanced Level (2022) -
  Combined Mathematics - S
  Chemistry - C
  Physics - c

SRI LANKA INSTITUE OF INFORMATION TECHNOLOGY (SLIIT)

- Bsc (Hons) Information and Technology Specialized in Data Science - Undergraduate (2nd Year)

INSTITUE OF MUSIC SPEECH AND SPEAKING SKILLS (IMSSS)

- Completed Advanced Intermediate level with Honours (District Rank -1 in Gampaha)

HOBBIES

- Swimming
- Cricket
- Movies

ABOUT ME

I am a university student currently following a Bsc in Information Technology, passionate about learning and growing in the IT field. I have a foundation knowledge in Networking, Databases and Programming. I am a quick learner, a problem solver and a team player motivated to gain knowledge and experience.

SKILLS

- Solving basic IT issues on Networking and Database Management
- Knowledge about IT Infrastructure
- Programming Languages - C , C++ , Java
- Familiarity with Finance Management Systems (E-Financial, Sashianet) and Help Desks
- Team Work
- Customer Care Service

WORK EXPERIENCE

CUSTOMER CARE

- PMF Finance PLC - Gampaha Branch (3 Months)

TELLER

- PMF Finance PLC - Head Office (3 Months)

DATA ENTRY OPERATOR

- Squire Mech Engineering - (2 Months)

Linked In Profile

Hevan Kavidu
Undergraduate at SLIIT · SLIIT
Gampaha, Western Province, Sri Lanka · Contact info
22 connections

Open to | Add profile section | Enhance profile | Resources

Open to work
Information Technology Intern roles
Show details

Analytics
👁 Private to you

👥 **4 profile views**
Discover who's viewed your profile.

📊 **0 post impressions**
Start a post to increase engagement.
Past 7 days

🔍 **2 search appearances**
See how often you appear in search results.

Show all analytics →

About
Hi!! I'm Hevan, an undergraduate student at SLIIT currently at second year pursuing a BSc in Information Technology with plans to specialize in Data Science. I am passionate about using data to drive insights and innovation, and I'm actively building a strong foundation in data analysis abd programming. In addition to my academic journey, I have hands on experience working at PMF Finance PLC as a Teller and Client Care Executive, where I developed strong communication,...

Activity
22 followers

Create a post

You haven't posted yet
Posts you share will be displayed here.

Show all activity →

Experience

Teller
PMF Finance PLC · Contract
Aug 2024 - Mar 2025 · 8 mos
Colombo 03 · On-site

I worked as a teller an also as a client-care at pmf finance plc. It helped me to understand a structure of a finance system. And with it I also gained my knowledge related to IT with working in a period of their system migration...

♡ Teller Operations, Finance and +2 skills

Data Entry Operator
Square Mech Engineering · Full-time
May 2023 - Jul 2023 · 3 mos
Maharagama, Western Province, Sri Lanka · On-site

♡ Online Data Entry, Microsoft Excel and +1 skill

Education

SLIIT
Bachelor of Science - BS, Information Technology
Nov 2023 - Dec 2027
Grade: year 1

♡ Project Planning, Typing and +1 skill

SLIIT
2023 - 2027

Show all 3 educations →

Skills

Teller Operations
Teller at PMF Finance PLC

Finance
Teller at PMF Finance PLC

Show all 14 skills →

Interests
Companies | Schools

LinkedIn
31,928,589 followers
✓ Following

SLIIT
61,896 followers
✓ Following

Show all companies →

Academic Transcript

Student Status Information

Cumulative Grade Points	**Cumulative Credits**
161.3	51
Cumulative Grade Point Average	**Weighted Grade Point Average**
3.16	Not Available
Specialization	**Batch**
Data Science	Weekday
Repeat/IC Subjects Count	
0	