

## Malith Rupesinghe

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## Summary of Profile

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I am a self-motivated individual, who works smart under minimum supervision with a proven track record of outstanding performance. I am a quick learner, who is willing to take on challenging responsibilities to execute duties utilizing the best of his skills and competencies to add value to the organization. I am a good team player who can demonstrate leadership skills in the event of managing projects and leading teams. When achieving goals I have a clear direction on key deliverables which enables me to be a taskmaster, on time.

My experience of over 10 years extends to various industries in the local and international markets. I have gained international exposure in the United Kingdom and possess the ability to understand and differentiate working styles in a multinational environment.

I hold a bachelor's degree in Mechanical Engineering Design from Kingston University, UK and an Advanced Diploma in Management from Asian Aviation Centre, Sri Lanka. I'm also a sportsman who was a member of the division 3 cricket team for SSC and a member of the Kingston University cricket team in the UK.

## Professional Experience

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### **Akash Boutique Hotel Sri Lanka: Jan 2016 – Present** **Engineer**

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Principal accountabilities:

- Ensure routine operations of the hotel are carried out effectively through the efficient running of the hotel maintenance department.
- Support smooth functioning of the hotel in providing comfort to the guests to achieve excellent customer service, by maintenance and service of all the machinery (which includes Split type A/C, Solar hot water panels, Generators, Kitchen equipment, Swimming pool) to prevent sudden breakage and interruptions.
- Handle service recovery via complaint management system, liaising with guests and internal departments.
- Provide suitable Management Information (MI) sound decision making and strategic planning through data entry and analysis.
- Efficient stock control to keep the merchandise in order of requirement.
- Landscaping and routine maintenance of the garden.

**Edge Properties, The Beach All Suites Hotel, Sri Lanka: Dec 2013 – Jan 2016****Assistant Manager, Technical**

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## Principal accountabilities:

- Ensure routine operations of the hotel are carried out effectively through the efficient running of the hotel maintenance department.
- Support smooth functioning of the hotel in providing comfort to the guests to achieve excellent customer service, by maintenance and service of all the machinery (which includes Split type A/C, Solar hot water panels, Generators, Kitchen equipment, Swimming pool) to prevent sudden breakage and interruptions.
- Handle service recovery via complaint management system, liaising with guests and internal departments.
- Provide suitable Management Information (MI) for Senior Managers' sound decision making and strategic planning through data entry and analysis.
- Efficient stock control to keep the merchandise in order of requirement.
- Landscaping and routine maintenance of the garden.

**Jetwing Lagoon, Thalhena, Sri Lanka: Nov 09 - Dec 13****Management Trainee Eng. Dept.**

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## Principal accountabilities:

- Manage routine operations of the hotel Engineering Department.
- Provide maintenance and service to all machinery to ensure smooth flow of hotel operations. (This includes Vapor Absorption Chillier, Hitachi 120T Screw type Chillier, BioMass Boiler, STP system, Agro-nova Compost Machine, Fresh and Hot water systems, 100m Swimming Pool)
- Handle service recovery via complaint management system, liaising with guests and internal departments.
- Provide suitable Management Information (MI) for Senior Managers' sound decision making and strategic planning through data entry and analysis.
- Efficient stock control to keep the merchandise in order of requirement.
- Landscaping and routine maintenance of the garden.

**Work placement 1: Mitchells and Butlers (Queen's Arms Pub), UK: July 07 - March 08****Bar Supervisor**

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## Principal accountabilities:

- Daily routine operations of the Pub
- Weekly and Monthly stock control
- Making and maintaining a staff roster
- Staff training on health and safety and basic training
- Ordering of required stock when needed

### **Work placement 2: Moving Venue Caters, UK: Feb 07 -July 07**

#### **Event Manager cum Staff Recruiter**

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Principal accountabilities:

- Recruit the very best talent through the formal selection and interview process, in compliance with legal and government legislation.
- Design and deliver training to successful candidates based on relevant client requirements.
- Plan and coordinate the recruitment needs of a diverse clientele
- Plan and coordinate the Events
- Recruiting temporary staff according to the event requirements
- During the event start and finish making sure the stock is accounted for
- Allocating staff and overseeing their duties

### **Work placement 3: People Now Hospitality Recruitment, UK: Aug 06 - Feb 07**

#### **Junior Consultant**

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Principal accountabilities:

- Recruit temporary staff through formal selection and interview process, in compliance with legal and government legislation.
- Design and deliver training to successful candidates based on relevant client requirements.
- Plan and coordinate the recruitment needs of a diverse clientele

### **Work placement 4: People Now Recruitment, UK: Oct 05 - Aug 06**

#### **Bar cum Event Manager**

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Principal accountabilities:

- Plan and coordinate the Events
- Recruiting temporary staff according to the event requirements
- During the event start and finish making sure the stock is accounted for
- Allocating staff and overseeing their duties

## **Academic & Professional Qualifications**

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07 <sup>th</sup> Oct 2013	Attended a Senior First Aid Training Course
18 <sup>th</sup> -20 <sup>th</sup> July 2013	Attended an ISO 50001 Training Course
2003 – 2004	BEng (Hons) in Mechanical Engineering Design, Kingston University (Kingston, England)
2001 – 2003	BEng (Hons) in Mechanical Engineering Design, Asian Aviation Centre (Sri Lanka)
2001 – 2003	Advance Diploma in Management, Asian Aviation Centre (Sri Lanka)
2000 – 2001	Advance level (English Medium), Asian Aviation Centre (Sri Lanka)
1989 – 1999	St. Peter's College Colombo 4, (Sri Lanka)

## Personal Information

<b>Marital Status:</b>	Single
<b>Religion</b>	Roman Catholic
<b>Geographical Location:</b>	Sri Lanka, Ja-Ela
<b>Nationality:</b>	Sri Lankan
<b>Date of birth:</b>	03 <sup>rd</sup> October 1983
<b>Languages Spoken:</b>	English, Sinhalese native speaker
<b>Drivers licence:</b>	Valid Sri Lankan drivers licence available

## Other Interests

Reading, Listening to Music, Collecting Stamps, watching Movies

## References

Available on request.