

# BATHI JEEWANTHI

## ASSOCIATE PROJECT MANAGER (CERTIFIED SCRUM MASTER®)

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### CAREER SUMMARY

IT Project Manager specializing in leading Agile and cross-functional teams to deliver complex software, AI, and ERP-driven projects. Proven ability to manage full project lifecycles—from scope definition and planning to execution, risk control, and stakeholder communication—ensuring projects are delivered on time, within budget, and to quality standards. Adept at optimizing workflows, driving process improvements, and aligning teams around clear objectives. Demonstrated success in ERP implementation, including requirement gathering, data migration, user training, and system rollout coordination. Known for strong leadership, analytical thinking, and the ability to transform challenges into actionable solutions. Backed by a BSc (Hons) in IT for Business, professional Agile expertise, and Certified ScrumMaster (CSM) credentials.

### CORE SKILLS

- Agile (Scrum, Kanban), SDLC, Sprint Planning, Backlog Prioritization, Risk Management, Project Scheduling, Reporting & Dashboards, Stakeholder Management, Team Management, Budget planning, KPI, ERP Implementation Support, Communication, Negotiation and Problem Solving.

### TOOLS & TECHNICAL SKILLS:

- Project Management Tools:** JIRA, Trello, Asana.
- Collaboration Tools:** Microsoft 365, Google Workspace, Slack
- Reporting & Analytics:** Power BI, Excel (Advanced), Gantt Charts
- Design & Documentation:** Figma, Canva, Confluence, SharePoint
- Development Basics:** HTML, CSS
- ERP Experience:** Workflow configuration, data migration support, UAT coordination

### WORK EXPERIENCE

#### Associate Project Manager | EXENTAI PVT LTD, Colombo 06

July 2025 - Present

- Coordinated daily project activities to keep tasks on track and ensure smooth execution.
- Helped create project plans, schedules, and allocate resources as needed.
- Monitored project progress, updated milestones, and prepared easy-to-understand status reports.
- Scheduled and led project meetings, prepared agendas, wrote meeting minutes, and followed up on action items.
- Maintained all project documents, including schedules, contracts, risks, and change logs.
- Collaborated with cross-functional teams to ensure project requirements were clear and delivered on time.

#### Associate Project Manager | CODELANTIC PVT LTD, Colombo 06

July 2025 - Present

- Defined project scope, objectives and deliverables; prepared project plans.
- Gathered and documented stakeholder requirements and project specifications.
- Coordinated cross-functional teams to ensure timely completion of tasks.
- Monitored progress, tracked milestones and reported status to stakeholders.
- Maintained project documentation (charters, plans, status reports, change requests).
- Supported QA, risk management and project closure (lessons learned).

**Project Management Intern | CODELANTIC PVT LTD, Colombo 06**

January 2025 – June 2025

- Developed project plans and defined objectives, timelines, and deliverables for successful project execution.
- Assigned tasks and monitored project progress to ensure on-time delivery of milestones.
- Managed project resources and identified risks to maintain efficient and smooth workflows.
- Facilitated communication and collaboration between teams, stakeholders, and clients.
- Ensured quality standards and maintained accurate project documentation and reports.
- Supported ERP system implementation, including data migration, user training, and testing activities.

**Project Management Intern| ALTITUDE 1 (PVT) LTD, Colombo 01**

July 2024 – December 2024

- Actively Engage in team meetings and discussions to foster a collaborative work environment.
- Assigning tasks to team members based on skills and expertise.
- Setting timelines and deadlines for project milestones and activities.
- Monitoring project progress and updating project documentation to ensure alignment with objectives.
- Coordinating communication between departments to support smooth workflow and timely decision-making.

**IT Instructor | NIBM, Colombo 07**

January 2024 - June 2024

- Designed and developed course materials to enhance student understanding of IT concepts and practices.
- Delivered engaging lectures and hands-on training sessions to foster student learning and participation.
- Assessed student performance through evaluations and provided constructive feedback for improvement.
- Established a supportive classroom environment that encouraged open communication and active participation.

**EDUCATION AND CERTIFICATION**

BSc. (Hons) Information Technology for Business | NIBM, Colombo 07

2025

Advance Diploma in Advertising and Multimedia | NIBM, Colombo 07

2024

Information System in Business (HND) | NIBM, Colombo 07

2023

Advance Diploma in Fashion Design | IAF, Colombo 07

2022

Diploma of Science (Computing/IT) | ECU/ACBT, Colombo 03

2021

Diploma in English (Level 3 and 4) | American College of Higher Education, Dehiwala

2019

G.C.E A/L Examination | Bishop's College, Colombo 03

2018

Certificate in Spoken English &amp; Grammer | American College of Higher Education, Dehiwala

2017

G.C.E O/L Examination | Bishop's College, Colombo 03

2015

**CERTIFICATION**

- Certified ScrumMaster® (Scrum Alliance Jul 2025 - Jul 2027) Credential ID 001768919
- Jira Project Management (Great Learning)
- Agile Certificate for Beginners (Great Learning)
- Introduction to Project Management (Coursera)

**REFERENCES**

Malshan Dissanayake

Gayan Pradeep kumara

Software Engineer

Software Engineer

IGT1 Lanka | Colombo 08.

CodeLantic PVT LTD | Colombo 06

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