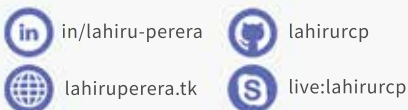




Lahiru Perera

Project Manager | CSM®

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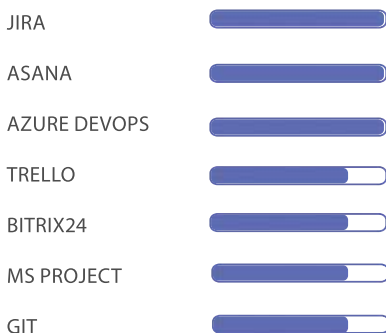


ABOUT ME

An agile project management with almost 3 year experience in Project Management arena, possessing the experience of coordinating and managing all project activities, providing clear guidance and leadership to teams and ensuring that all legislative requirements are fully met.

Currently seeking for an new openings and programs in Digital Project Management industry, which will offer me the opportunity to develop new skills while strengthening those I possess and utilize my knowledge and skills acquired to take on challenging positions in a diverse business environment.

SKILLS / TOOLS



CERTIFICATIONS



CERTIFIED SCRUM MASTER
CSM®
Scrum Alliance



THE FUNDAMENTALS OF
DIGITAL MARKETING
Google Digital garage



EDUCATION

- University of Wolverhampton,UK | 2015 - 2019
Attained 2nd class (1st division). Expertised in Website Fundamentals, Programming & Problem Solving, Ecommerce & Marketing, Database Systems, Information Sysems Development & Implementation, IS/IT-Management, Business Analysis & Consultancy Skills
- Nalanda College, Colombo 10 | 2013 - 2015
Mathamatics Stream - English Medium
Was a member of school's English, Science and Automobile Societies.
- Asoka Vidyalyaya,Colombo10 | 2002 - 2012
Have obtained 8As and 1C for O/L-English Medium Baskets: English Literature, Commerce and ICT
Have served as a Prefect for 3 years.



EXPERIENCE

- QualitApps Asia (Pvt) .Ltd | OCT 2019 - Present
Project Management Officer
 - Strategic Project Planning and Goal Setting
 - Project Execution and Governance
 - Project Prioritization and Portfolio Alignment
 - Process Improvement and Standards
 - Resource Management
- Project Manager**
 - Experience in AI, Big Data, Chatbot and ML projects
 - Experience in Lead generation, e-commerce and data mining applications, mobile project management.
 - Managing and resource allocation around small to large teams for around 20 people.
 - Conducting interviews for PM and Developer candidates
- Trainee Project Manager**
 - Determine and define project scope and objectives
 - Predict resources needed to reach objectives and manage resources in an effective and efficient manner
 - Prepare budgets based on the scope of work and resource requirements
 - Track project costs in order to meet budget
 - Develop and manage a detailed project schedule and work plan
 - Provide project updates on a consistent basis to various multi-national stakeholders about strategy, adjustments, and progress
 - Utilize industry best practices, techniques, and standards throughout entire project execution
 - Familiarization with Azure DevOps and other tools to track the project progress.
- Netmaiesta(Pvt)Ltd | MARC 2019 - JUL 2019
Project Coordinator
 - Project Scheduling using Gantt Charts and other adequate PM tools.
 - Setting deadlines/ duration with discussing with the team
 - Implementing and keeping a track of the standard procedure for each internal and external projects of the company.
 - Conducting the necessary project discussions with the team members.
 - Supporting the team during the projects and send them with the necessary resources.
 - Reviewing, tracking the daily tasks and overall projects.
 - Bitrix24, Task logs, etc.
 - Coordinating Developers, BAs, QAs, UI/UX designers, Copy writers, and Management.
 - Preparing Worksheets in project-wise and Daily Task Sheets.
 - Evaluating the performance of Employees (Current and New), Interns, Trainees and communicating those results with HR Dept for Mid-month/ Month-end Evaluations.
 - Ensuring project completion by the deadline by assigning tasks appropriately to appropriate employees who have past experience and competency to complete each module successfully.
- BenWorldwide(Pvt)Ltd | AUG 2018 - FEB 2019
Trainee Project Manager
 - Started my Project Management career as a trainee project manager.
 - Primarily responsible to gather customer requirements efficiently and deliver every project on time within budget and scope.
 - Work with the executive team, technical leads, marketing & sales and development and business intelligence teams to ensure that business, quality and functional goals are met with each deliverable and client projects are managed according to client expectations and timelines.
 - Responsible for the design, usability, quality and delivery of the product or feature
 - Ensure that all stakeholders are aligned at each stage of the development and project life-cycles.
 - Following up with new business opportunities and setting up meetings
 - Analyzing client businesses and creating strategic plans for improvements
 - Help understand both the engineering and business needs of each project and take responsibility for representing all client requirements whilst maintaining high standards of customer satisfaction.
 - Working with the software technical team to prepare training materials and conduct system demonstrations/ trainings
- ThirdSpaceGlobal(Pvt)Ltd | SEP 2017 - MAR 2018
Associate Maths Tutor

In my last year of university, joined TSG. I supported UK primary students to learn mathematics independently through the company's E-Learning platform, Third Space Learning (TSL). Adapting according to new students and develop the client base, as well as helping them to develop their own independent study skills were core skills which I was able to develop. Giving support through the workbench, and monitoring the students' progress to make sure they were succeeding with my assistance helped me to become 'The tutor of the month' one time.



REFERENCES

- Ms. Suranji Nadeeshani
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- Ms. C .Dissanayake
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