



## **PUBUDU WICKRAMASINGHE**

289  
Henpitagedara  
Marandagahamulla  
11260  
Sri Lanka.

Tel. (Res) : +94 312248331  
Mobile : +94768218748  
Email : niropub@gmail.com

### **PERSONAL DETAILS**

**NAME IN FULL** : DISSANAYAKA MUDIYANSELAGE PUBUDU HIROSHAN WICKRAMASINGHE  
**DATE OF BIRTH** : 06<sup>TH</sup> AUGUST 1989  
**N.I.C NUMBER** : 892190534V  
**NATIONALITY** : SRI LANKAN  
**GENDER** : MALE  
**SCHOOL ATTENDED** : HARISCHNADRA COLLAGE, NEGOMBO.

PROFESSIONAL QUALIFICATIONS		
DIPLOMA IN ELECTRONICS ENGINEERING CONTINUING ADVANCED DIPLOMA IN BUSSINESS MANAGEMENT (Ending on 2016)		
OTHER EDUCATIONAL ACHIEVEMENTS		
G.C.E .Advanced Level (2009)	Physics	S
	Chemistry	S
	Combined Mathematics	F
	General English	C

G.C.E. Ordinary Level (2005)	Mathematics Science & Technology Social Studies & History Business St & Accounts English	B B B B C	Sinhala Language History Buddhism Art	C A A C
Computer Literacy	Passed NCCA 1 <sup>st</sup> level Examination Successfully Completed Certificate course in Web Designing Good Knowledge in Handling Graphics Software (Photoshop, Coral Draw, etc) Good Knowledge in Troubleshooting (Network & Hardware)			
WORKING EXPERIENCE				
Administrations Executive Sethma International	Currently Working as an Administration Executive at Sethma International, From 01 <sup>st</sup> October 2012 <b>Responsibilities:</b> <ul style="list-style-type: none"><li>Office Maintenance , Service Contracts &amp; Agreements</li><li>Purchasing</li><li>After Sale Services</li><li>Maintaining of Service Records</li><li>New Device Installations</li><li>Corresponding with foreign principals regarding shipments</li><li>Handling business affairs with government institutions</li><li>(Inland Revenue, Sri Lanka Customs, Registrar of company, Health Ministry.....etc).</li><li>Preparing tenders and quotations</li></ul>			
Academic Coordinator	Worked As Academic Coordinator at Siyo Collage from 10 <sup>th</sup> September 2009 to 30 <sup>th</sup> December 2011 <b>Responsibilities:</b> <ul style="list-style-type: none"><li>All Administration Functions</li></ul>			

### Professional Skills

- Excellent communication skills& presentation skills.
- Ability to work in a team environment or individually and meet deadlines.
- A quick learner of new technologies and willing to put in extra effort to apply them when theProject demands it.
- Ability to work under pressure in a creative environment which would be a challenging task.
- Leadership.

### **Personal View**

I always focus on medium term goals, either its personal or professional, as this is the only term that I believe you have ability to influence.

### **Future Goals & Aspirations**

- To be a challenging professional in a progressive organization that will utilize my skills,
- To be Qualified as Management Professional

### **Non- Related Referees**

Mr. S. A. N. D. Suriyaarchchi  
Engineer QA  
VirtusaPvt Ltd  
752, DrDanister de silva MW  
Colombo8  
0114605500/0779158629  
[ndsuriyaarachchi@virtusa.com](mailto:ndsuriyaarachchi@virtusa.com)

Mr. Asela Pallewela  
Bio Medical Engineer  
General Hospital Sri Jayawardanepura  
Thalapath Pitiya  
Nugegoda  
0771851266

I do hereby certify that the above particulars furnished by me are true & accurate to the best of my knowledge

12<sup>th</sup> October 2015

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Date

D. M. P.H WICKRAMASINGHE