

## **CURRICULUM VITAE**

Minoli Shehaana Balasuriya  
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## **CAREER OBJECTIVE**

My aspiration is to obtain a position where I can maximize my Management Skills, Quality Assurance, Program Development, Training Experience, Human Resources and a Successful Track Record in the Managerial and Administrative Environment.

## **ACADEMIC QUALIFICATION**

- Master of Business Administration [MBA]  
Preston University of USA [ITS] – Year 2008
- Bachelor of Science in Management Information Systems [Hons]  
National University of Ireland – University College Dublin [NIBM] – Year 2006
- GCE A/L Examination [Southlands College, Galle] – Year 2000  
Botany -C Zoology -C Chemistry -C Physics -S
- GCE O/L Examination [Southlands College, Galle] – Year 1996  
English –D Science –D Commerce –D Social Studies –D Buddhism –D  
Optional English –D Mathematics –C Sinhala Language –C English Literature –C

## **PROFESSIONAL QUALIFICATIONS**

- Higher Diploma in Computer Based Information Systems [NIBM] – Year 2003
- Diploma in Computer Systems Designing [NIBM] – Year 2002
- Certificate in Train the Trainer [Ingrin Foundation, Netherlands] – Year 2004
- Certificate in MS Office 2007 [Microsoft, Sri Lanka]

## **CAREER HISTORY**

Company	Designation	Period
Streamline International (Pte) Ltd.	Senior Coordinator Operations/Admin	December 2012 to date
MMBL Cyberskills (Pvt) Ltd	Project Manager	September 2009 – October 2012
Gateway Computer Services CFICT	Assistant Manager & Lecturer	May 2006 – August 2009
UNDP – CADREP / ART GOLD	Program Assistant	January 2006 – April 2006
Ingrin Foundation	Lecturer & Branch Manager	November 2002 - December 2005

## PROFESSIONAL EXPERIENCE –KEY COMPETENCIES

- Preparing Technical and Financial Proposals, Project Planning, Scheduling, Solving Problems and Executing Projects from beginning to end and Quality Assurance
- Liaising with Clients & Customers, Dealing with Contracts/Agreements Renewals, Tenders & Quotations/Estimates, Forecasting Budgets.
- HR related functions including Recruitments, Employee Record Keeping, Performance Appraisals, Payroll, OT, and Attendance etc.
- Handling Overall administration, Student Support Services and activities of educational institutes
- Developing and delivering progress reports, completion reports and other correspondences
- Handling General Administration and Operations related activities
- Trainings [Workshops, Seminars], Coordination, Monitoring & Evaluation of Services
- Ability to develop Course Curriculum & Course Materials

## PROJECT PROFILE

- ICT Training Programs for Government Officers – Kurunegala District Secretariat Project -ICTA
- Project of Training in Joomla Content Management Skills for Government Officers -ICTA
- Education for Knowledge Society Project [EKSP] for Government Teachers - Ministry of Education
- E-Diriya National IT Literacy Initiative project for low income families -ICTA
- Training Programmes –Eureka Technologies and Virtusa of Sri Lanka

## TRAININGS

- Training & Study Tour to Netherlands – Ingrin Foundation of Amsterdam, Netherlands
- Workshops on Art Methodology & Planning Cycle at local level for SP –UNDP
- Workshops on MIS & Application Packages – Microsoft Corporation Sri Lanka
- Workshops on Accreditation Qualifications – UKAP, ABE, CPM
- Workshops on Project Management & Public Private Alliance[PPA] –USAID
- Workshop on Human Resource Management –SLASSCOM
- Workshops on raising e-governance awareness & re engineering government efforts –ICTA
- Training on Sales & Marketing Development Skills – ICTA & VirtualEdge

## PERSONAL PROFILE

- Date of Birth : 05, October 1980
- Nationality : Sri Lankan
- Sex : Female
- Marital Status : Married

## REFEREES

Mr. Jayasangkha Samaranayake  
Manager – IT  
Ace Containers (Pvt) Ltd.  
Mabola, Wattala  
☎ 0773 830 851

Mrs. Inoka Thilakarathne  
Chief Executive Officer  
VirtualEdge (Pvt) Ltd  
Biyagama Road, Kelaniya  
☎ 0773 617 667

I hereby certify all the details are correct and assure myself as good employee. When you give an opportunity to me I expect to serve my best.

Signature: *Minoli Shehaana Balasuriya*

Date: