



## Nethmini Kodagoda

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### OBJECTIVE

*To start a rewarding career in the field of Marketing where I can maximize my management skills, knowledge and experience which would be the foundation to build my reputation amongst the corporate sector while enhancing my professional skills in a dynamic and stable workplace.*

### COMPETENCIES

- **Leadership**

I was an active member & a leader of school sinhala oratory & debating society, media unit & commerce society and played the leadership role to set the vision and lead the team to achieve it. As a team member, the ability and desire to work cooperatively with others on a team; as a team leader, the ability to demonstrate interest, skill, and success in getting groups to learn to work together.

- **Communication**

Ability to present ideas to individuals or groups in written or oral form that is clear, organized and targeted to the audience. Ability to communicate effectively using the most appropriate methods to ensure clear and concise presentation of ideas.

- **Learning & development**

Willing to learn new methods, ideas and processes and will take personal responsibility to constantly renew and capitalize on my special areas of expertise.

- **Integrity**

Will create solutions which are consistent with the value of **“Doing the right thing”**

- **Managing Change**

The ability to demonstrate support for innovation and for organizational changes needed to improve the organization's effectiveness, initiating, sponsoring, and implementing organizational change, helping others to successfully manage organizational change.

- **Empowering Others**

The ability to convey confidence in the employees' ability to be successful, especially in challenging new tasks, delegating significant responsibility and authority, allowing employees' freedom to decide how they will accomplish their goals and resolve issues.

## WORKING EXPERIENCE

- Worked as the Marketing Executive at **Tech One Global (Pvt) Ltd** since June 2015 to October 2015.
  - Planning and executing all the branding activities by coordinating with the principals (Microsoft and Autodesk).
  - Attending meetings with the principals and the partners and guiding the creative team and ensuring smooth progress.
  - Staying current with industry specific activities and current trends, specially in Content Marketing.
  - Creating content and media strategies and executing them on the digital space.
  - Preparation and presentation of marketing presentations for the partners.
- Worked as the Marketing Coordinator of **Abans Information Systems (Pvt) Ltd** since August 2014 to April 2015.
  - Coordination between the suppliers and the customers.
  - Inter department coordination within the organization.
  - All the documentation activities including invoicing, Tendering, Supplier Registration etc.

## EDUCATION

### Academic Qualifications:

- An Undergraduate at University College Dublin(UCD)Ireland-Bsc. in Business Management-Final Year
- Completed the Higher Diploma in Business Management at National Institute of Business Management(NIBM)Sri Lanka- 2<sup>nd</sup> Year of the degree programme.
- Completed the Advanced Diploma in Business Management at NIBM- 1<sup>st</sup> Year of the degree programme.
- Completed the Diploma in ICT with Distinction at IDM Computer studies (Pvt) LTD which is Edexcel accredited

### Professional Qualifications:

- Completed the Certificate Course in Human Resource Management (CCHRM) at Institute of Personnel Management Sri Lanka (IPM)

### Educational Qualification:

- General Certificate of Examination (Advanced Level-2012 commerce in sinhala medium) - Samudradevi Balika Vidyalaya, Nugegoda.

Business Studies	A
Economics	B

Accounting	B
General English	B

- General Certificate of Examination (Ordinary Level-2009 in english medium) -Samudradevi Balika Vidyalaya, Nugegoda.

English	A
Buddhism	A
Drama & Theater	A
Media	A
Sinhala	B

Mathematics	C
Science	C
History	C
Commerce	C

## ACTIVITIES & ACHIEVEMENTS

- 2011/2012 captain of the school senior sinhala debating team.
- 2011/2012 president of the school sinhala oratory & debating society.
- 2012 committee member of the school commerce society.
- 2012 committee member of the school Media Unit.
- Became an outstanding performer in the inter school debate competition organized by the Ministry of Youth Affairs & Skills Development with the collaboration of the Ministry of Education.
- Won the Championship of “Vaag 2011” Inner school Debate competition organized by Samudradevi Balika Vidyalaya.
- Won places in 2006,2008,2009 for Oratory skills & Poetry skills at “Art Day” organized by Samudradevi Balika Vidyalaya.
- Participated in the Student’s competition of provincial school educational software competition 2008 organized by the Ministry of Education & Microsoft Sri Lanka (Pvt) LTD.
- Awarded for the performance at the competition for Technical Skills under senior category in Media Day-2012 organized by the Media Unit of Samudradevi Balika Vidyalaya.
- Awarded for the performance of Editing in Commerce Day-2011 organized by the Commerce Society of Samudradevi Balika Vidyalaya.
- Was an outstanding prefect in 2007 & 2008 at Sri Sucharitha Wardhana Dhamma School, Nugegoda.
- Was a member of the Debating Team of Sri Sucharitha Wardhana Dhamma School, Nugegoda.

## PERSONAL PROFILE

<b>Full Name</b>	Kodagoda Bammanne Arachchige Madhushika Nethmini
<b>Address</b>	No.415/10, High Level Road, Gangodawila, Nugegoda.
<b>Date of Birth</b>	29 <sup>th</sup> of January 1994
<b>Gender</b>	Female
<b>Age</b>	21 Years
<b>Nationality</b>	Sri-Lankan
<b>Civil Status</b>	Single
<b>NIC Number</b>	945290277 V

## NON RELATED REFEREES

Mr. Zia Cader  
General Manager  
Tech One Global (Pvt) Ltd,  
No. 367,  
R. A. De. Mel Mawatha,  
Colombo 03.  
Email: zia@techoneglobal.com  
Tel: 077 3017690

Mr. Ashiq Niyaz  
Partner Account Manager-SMB Cloud  
Microsoft Sri Lanka,  
11<sup>th</sup> Floor, DHPL Building, No 42,  
Nawam Mawatha,  
Colombo 02.  
Email: a-asnniya@microsoft.com  
Tel: 077 9009981

I hereby attest that the above information is true and correct according to the best of my knowledge.

Yours' faithfully.

Nethmini Kodagoda