Please note that I am looking for a senior position in Marketing and my expected monthly income is less than Rs.50,000/- .

Thanking you

Roy Aruulgnanalingam

0777-206198

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P. Roy Aruulgnanalingam

No. 31/9, Cascia Mawatha,

Ratmalana, Sri-Lanka.

E-mail : roylingam@yahoo.com

Mob : 0777-206198 , 0771-953089

**WORK EXPERIENCE**

1. **Employed at Frankfurt Arcade (Pvt) Limited , Colombo 04 as a Senior Executive - Marketing from October 2011 to November 2014.**

*JOB DESCRIPTION*

* Identifying Lands for Sale / Lease /Rent
* Land Brokering.
* Sale of Apartments / Houses.
* Co-ordinating with Lawyers and other relevant authorities in finalizing same.
* Liaising with banks for obtaining Loan facilities for clients.

1. **Worked at Al-Maarej Trading Co,.Doha-Qatar (**Agents for UNION & YALE Door Hardwares**) , as a Sales Executive from 18th January 2009 to 29th February 2011.**

*JOB DESCRIPTION*

* Present and sell company products and services to potential clients.
* Follow up on new leads and referrals resulting from field activity.
* Prepare presentations, proposals and sales contracts.
* Establish and maintain potential client relationships.
* Identify and resolve client concerns.
* Develop and implement special sales activities to reduce stock.
* Participate in marketing events such as seminars and trade shows.
* Follow-up for collection of payment.

1. **Worked as an Accounts Executive, at Ceylinco Consultancy and Allied Services (Pvt) Limited, Colombo , since Sep' 2002 to Aug'2008.**

*JOB DESCRIPTION*

* Raised Invoices relating to Litigation / Notarial and Secretarial fees.
* Counsel's fees / Payments & Receipts.
* Issued cheques and maintained records of same.
* Followed up debtors, other receivables.
* Prepared documents for recoveries, collections and banking.
* Petty cash / re-imbursements and Job cards.
* Prepared VAT Schedule, E.P.F & E.T.F Payments.
* Handled Provincial Council Stamp requirements relating to Deeds.
* Salaries(Pay Slips, Pay Sheet, Bank Transfers).
* Purchase of Office Automations, Office Furnitures, Stationery & Distribution, and other Welfare items.
* Prepared Debit Notes, Arrears Lists & Handled Company Printing Requirements.

1. **Worked as a Front Office Staff at Hotel Empress, Colombo for 2 years.**

* Receiving Guests.
* Room Reservations.
* Billing.
* Cashiering.
* Attending to other Guest requirements – Co-ordinating with Divisional Heads (F & B, Room Service, Maintenance, Laundry).

1. **Worked as a Travel Executive at Skyways, Colombo for 3 years.**

* Overseas Travel bookings.
* Hotel bookings.
* Inbound Tour arrangements.
* Hiring of Vehicles for local tours.
* Arranging conference facilities in Star Class Hotels for Co-operate clients.
* Receiving special guests at the airport.
* Attending to clients courier requirements.

1. **Worked as a Marketing Executive (FMCG) at Nihal Trading Company, Mt-Lavinia.**

**EXTRA CURRICULAR ACTIVITIES**

* I was an Executive Committee Member of the Welfare Union of Ceylinco Consultancy and Allied Services Group which consisted approximately 400 employee workforce.
* Participated in programme which was organized by the company to support victims of tsunami. Co-ordinated with bank in releasing required funds to selected people.
* Organised benefit shows to raise funds to help the poor and needy.
* Introduced Suwa-sampatha Medical Insurance Scheme and successfully implemented and benefited by Group staff members.
* Organised Medical camps in a regular basis for staff members.
* Actively participated in organizing Group Annual General meetings.
* Involved in organizing Staff Welfare trips to various parts of the island.
* Participated in Various Musical Programmes. (Guitar and Vocal)
* Inter-School softball Cricket tournaments.
* Inter-Company Sports meet ( Cricket / Athletics).

**PROFESSIONAL QUALIFICATIONS**

* Successfully completed Diploma in Modern Management conducted by London Business School in Colombo and was awarded by Wigan and Leigh College UK.

**OTHER QUALIFICATIONS**

**Trinity College of Music - London**

Western Music Theory – Grade 4

Classical Guitar - Grade 3

**EDUCATIONAL QUALIFICATIONS**

**G.C.E. (O/L) Examination – 1986, Colombo Hindu College.**

**G.C.E. (A/L) Examination – 1989, Colombo Hindu College.**

**COMPUTER LITERACY**

* Successfully completed Certificate Course in Computer Studies conducted by Science Land Information Technologies.

Ms Word, Ms Excel, Ms Powerpoint

**OTHER SKILLS**

* Holding Driving License of Sri-Lanka & Qatar.
* Knowledge of general office practice.
* Languages Known : English , Sinhala, Tamil.
* Good Typing Skills
* Excellent organizational skills.
* Good communications and Public relations abilities.
* Able to tactfully deal with difficult and sensitive situations.
* Ability to assist and support others.
* Able to operate telephone, PC, Copier and other basic business machines.

**PERSONAL PROFILE**

* Full Name - Passupathielingam Roy Aruulgnanalingam
* Date of Birth - 17th January 1971
* Civil States - Married
* Gender - Male
* Nationality - Sri Lankan
* National Identity Card No - 710170312X

**Referees:**

1. Ms.K.Somasundaram

Chief Accountant

Legase Services (Pvt) Ltd.,

15, Frankfurt Place,

Colombo 04,

Sri-Lanka.

Mobl : 0773-467254

1. Mr.Derrick Jayakumar

Chief Financial Officer

Jinasena (Pvt) Ltd.

514, Thimbirigasyaya Road,

Colombo 05,

Sri- Lanka.

Mob : 0711-248984

I hereby declare that the above particulars given by me are true and correct to the best of my knowledge.

(P.Roy Aruulgnanalingam) Date : 10.03.2015