**Application for the Post of Executive - Service Marketing**

**Kanaka Aravinda Gangodawila**

[aravindakg88@gmail.com](mailto:aravindakg88@gmail.com)

**0775907450**

No. 422/C, Kottawa Road, Athurugiriya



**Career Objective**

“To be a part of a well–established and prestigious institution, in order to achieve my personal goals towards a successful career and contributing towards the development of the institution**”.**

**Employment**

**From Job Position Company Name**

2012 October MarketingExecutive Kamal PVC Industries (Pvt) Ltd

2011 October Management Trainee – Marketing Kamal PVC Industries (Pvt) Ltd

Main duties and responsibilities:

* Analysing performance of sales representatives and distributors against their targets.
* Preparing Sales report daily weekly and monthly
* Preparing products movement reports and sales forecast
* Monitor Sales representatives' expenses budgets
* Coordinating with HR department to ensure timely recruitment of sales representatives
* Coordinate sales promotion activities
* Ensure Distributor related reports, deliveries and assent and liability statements are in place
* Coordinate with the factory for sales return

**Academic Qualifications**

From – To: - 2014 - 2016

**Master of Business Administration**

Name of University: - Cardiff Metropolitan University

Grade achieved: **- I am reading MBA**

From – To: - 2008 – 2011

Name of Degree: - **BA (Hons) in Business Administration**

Name of University: - Staffordshire University, UK

Grade achieved: - **Second Class Honours Second Division**

From – To: - 2008 – 2009

Name of Diploma: - **Diploma in Business Administration**

Name of institute: - Asia Pacific Institute of Information Technology

Grade achieved: - **Pass**

From – To: - 2007

Name of Course: - **English Language Course**

Name of institute: - British Council

Grade achieved: - **A**

**2007 August – GCE Advance Level Exam, Nalanda College Colombo 10.**

Index Number – 4045912

Business Studies - B

Accounting - C

Economics - C

General English - S

**2004 December – GCE Ordinary Level Exam, Nalanda College Colombo 10.**

Index Number – 44904061

Business & Accounting Studies - A

Mathematics - B

Buddhism - B

Sinhala Language - C

English - C

Social Studies & History - C

Music – Sinhala - C

Science & Technology - S

**Other Skills**

* Computer Literacy: Good knowledge of Microsoft Office and Excel

Good knowledge of Internet and Email

* Language : Fluency in Sinhala and English

**Extra Curriculum Activates**

* Committee Member of Commerce Society in 2006/2007
* Member of Adventures Club in 2006/ 2007

**Personal Details**

* Name in Full : Kanaka Aravinda Gangodawila
* Name with Initials : K.A. Gangodawila
* Date of Birth : 27th July 1988
* Gender : Male
* NIC Number : 882090965v
* School : Nalanda College, Colombo 10.
* Nationality : Sri Lankan
* Marital Status : Single
* Address : 422/C, Kottawa Road, Athurugiriya
* Home : 0112760270
* Mobile : 0775907450
* Email : [aravindakg88@gmail.com](mailto:aravindakg88@gmail.com)

**References**

**Mr. H.S.S. Samarasinghe**

Officer – Maintenance

Central Bank of Sri Lanka

No. 30, Janadhipathi Mw, Colombo 01

Direct: - 0112477406

Mobile: - 0777333438

Email: - [samarasinghe@yahoo.com](mailto:samarasinghe@yahoo.com)

**Mr. Jagath Gunasekara B. MUS, DIP BN, ASSM (UK)**

422, Kottawa Road, Athurugiriya.

Mobile: - 0752361727

Email: - [jagathgune@sltnet.lk](mailto:jagathgune@sltnet.lk)