**Lakmal Ekanayake**

**Working Experience**

DU PAL ( HSBC )

Business Development Officer

Aug 2015 – Presently

Develop business and marketing plans in coordination with Managers to achieve revenue goals.

* Develop business proposals for new customers.
* Develop strong customer relationships in order to generate high volume of prospective clients.

Shore by O

Senior Steward

Jan 2014 – Jun 2015

As Senior Steward principal support to the Chief Steward in providing front of house services.

* High-level customer service in all areas of front of house, bar and kitchen operations.
* Ensure that all planned services are available and functional, while providing customer sales.
* Supervise training.
* Coordinate food and beverages services.
* Opening and closing duties.

Marina Colombo Casino

Guest Relation Officer

March 2013 – Dec 2013

As Guest Relation Officer providing guests with high level of services.

* Handling queries.
* Customer care.
* Handling data and information relating to guests.
* Keeping track of guests.
* Respond to guest’s enquiries.

Kam Hotel, Republic of Maldives

Steward

Sept 2011 – Sept 2012

As steward assisting guests to have a satisfactory stay.

* Ensure proper guest’s check in and baggage check-in.
* Assist with kitchen delivery room services.
* Advice guests on local attractions.
* Monitor front desk calls and to respond to guest requests.

Lanka Market Research Bureau Limited

Marketing Research Officer

March 2008

Marketing Research Officer responsible to make appropriate research on products.

* Project based product research.
* Enquire regarding product preferences.
* Handling surveys and questionnaires.
* Data entry of survey.
* Analysis progress of products.



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**ADDRESS**

3/B,

Kotakedaniya,

Gelioya,

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**Education**

G.C.E O-Level

Index Number: 23385600

Sarasavi Uyana Maha Viddiyalaya, Kandy

G.C.E A-Level

Index Number: 2717581

Dharmaraja College, Kandy

Diploma in Travel and Tourism

International Airline Ticketing Academy, Colombo

Best Server Award

The Shore by O

May 2015

Annual Orientation Programme

University of Peradeniya, Kandy

Sept 2004

Inter House Athletic Sports Meet

Sarasavi Uyana Maha Vidyalaya

March 2002

* 3rd place in 1500m
* 3rd place in javeline

Feb 2003

* 2nd place in discuss throw
* 3rd place in long jump

Internet and E-Commerce

Amazon Lanka Higher Educational Institute, Colombo

N.C.C.A Computer Course (Basic Level)

Yatinuwara Divisional Computer Resource Centre, Kandy

**Personal Achievements**

**Professional Certifications**

All information provided is accurate to the best of my knowledge. Thank you for giving me this opportunity.

Yours faithfully,

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(Lakmal Ekanayake)

Mr. Chandana Jirasingha,

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315,

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Sri Lanka.

Tel: +941123083330

Mr. Ravi Fernando,

Finance Manager,

Sri Lankan Airlines,

Boduthakurufaanu Magu,

Henveiru – Male’

Republic of Maldives.

Tel: +9603333668

* People orientated
* Good communication skills
* Making up-sales
* Good interpersonal skills
* A good leader and team player
* Possess good memory
* Organized and good conduct of acts
* Ability to face challenges and deliver solutions

**Reference**

**Skills**