**PUBUDU WICKRAMASINGHE **

289 Tel. (Res) : +94 312248331

Henpitagedara Mobile : +94768218748

Marandagahamulla Email : niropub@gmail.com

11260

Sri Lanka.

**PERSONAL DETAILS**

**NAME IN FULL : DISSANAYAKA MUDIYANSELAGE PUBUDU HIROSHAN WICKRAMASINGHE**

**DATE OF BIRTH : 06TH AUGUST 1989**

**N.I.C NUMBER : 892190534V**

**NATIONALITY : SRI LANKAN**

**GENDER : MALE**

**SCHOOL ATTENDED : HARISCHNADRA COLLAGE, NEGOMBO.**

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| --- | --- |
| **PROFESSIONAL QUALIFICATIONS** | |
| **DIPLOMA IN ELECTRONICS ENGINEERING**  **CONTINUING ADVANCED DIPLOMA IN BUSSINESS MANAGEMENT (Ending on 2016)** | |
|  | |
|  | |
| **OTHER EDUCATIONAL ACHIEVEMENTS** | |
| **G.C.E .Advanced**  **Level (2009)** | **Physics S**  **Chemistry S**  **Combined Mathematics F**  **General English C** |
| **G.C.E. Ordinary**  **Level (2005)** | **Mathematics B Sinhala Language C**  **Science & Technology B History A**  **Social Studies & History B Buddhism A**  **Business St & Accounts B Art C**  **English C** |
| **Computer Literacy** | **Passed NCCA 1st level Examination**  **Successfully Completed Certificate course in Web Designing**  **Good Knowledge in Handling Graphics Software (Photoshop, Coral Draw, etc)**  **Good Knowledge in Troubleshooting (Network & Hardware)** |
|  | |
| **WORKING EXPERIENCE** | |
| **Administrations Executive**  **Sethma International** | Currently Working as an Technical & Administration Executive at Sethma International, From 01st October 2012  ***Responsibilities:***   * Office Maintenance , Service Contracts & Agreements * Purchasing * After Sale Services * Maintaining of Service Records * New Device Installations * Corresponding with foreign principals regarding shipments * Handling business affairs with government institutions * (Inland Revenue, Sri Lanka Customs, Registrar of company, Health Ministry……..etc). * Preparing tenders and quotations |
| **Academic Coordinator** | Worked As Academic Coordinator at Siyo Collage from 10th September 2009 to 30th December 2011  ***Responsibilities:***  All Administration Functions |

**Professional Skills**

* **Excellent communication skills& presentation skills.**
* **Ability to work in a team environment or individually and meet deadlines.**
* **A quick learner of new technologies and willing to put in extra effort to apply them when theProject demands it.**
* **Ability to work under pressure in a creative environment which would be a challenging task.**
* **Leadership.**

**Personal View**

**I always focus on medium term goals, either its personal or professional, as this is the only term that I believe you have ability to influence.**

**Future Goals & Aspirations**

* **To be a challenging professional in a progressive organization that will utilize my skills,**
* **To be Qualified as Management Professional**

**Non- Related Referees**

**Mr. S. A. N. D. Suriyaarchchi Mr. Asela Pallewela**

**Engineer QA Bio Medical Engineer**

**VirtusaPvt Ltd General Hospital Sri Jayawardanepura**

**752, DrDanister de silva MW Thalapath Pitiya**

**Colombo8 Nugegoda**

**0114605500/0779158629 0771851266**

[**ndsuriyaarachchi@virtusa.com**](mailto:ndsuriyaarachchi@virtusa.com)

**I do hereby certify that the above particulars furnished by me are true & accurate to the best of my knowledge**

**February 9, 2016 ………………………………………..**

**Date D. M. P.H WICKRAMASINGHE**