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**Resume**

**Of**

**Sajith Suranga Gunawardena**

#191/17, 2nd Lane, Asiri Uyana, Mattegoda

Phone: 0769150800 (Mobile)

Email: [sajith21@gmail.com](mailto:sajith21@gmail.com)

Career Objective

To be a part of well recognized Organization with a challenging environment in which I can continuously build & diversify my skills, while adding value to the Organization & exceed expectation in every given opportunity.

Career DETAILS

From 2008 November To Date

**Alliance Finance Company PLC.**

**Senior Executive / System Administration & Operation**

**Information Technology Department**

* A highly competent and organized systems administrator with experience of software procurement, installation, administration & compatibility. Possessing a proven ability to assist with the day-to-day running of an IT department and its business IT systems.
* Extensive knowledge of monitoring and controlling data security within guidelines to ensure compliance and report on possible improvements. Well mannered, articulate and able to act as point of contact for colleagues and external clients.
* Manage Progress database administration assignments for diverse industry clients. Enhance database performance, perform restores, implement recovery procedures, handle performance tuning and conduct regular system backups. Ensure technical and functional designs meet business requirements.
* Developed and tested storage strategies and disaster-recovery plan for large manufacturing company’s operational database, delivering solution that guaranteed recovery performance and high availability.
* Periodically carry out audits to find out the installed software, operating system and updates and usage of applications and forward a report based on the findings to the Management. Ensure all the system software of all the servers & Computers are up to date and properly licensed and maintain proper document of all the licenses.
* Enhanced end users’ understanding of database systems by conducting pre-implementation workshops, delivering group and individual training sessions and creating user-friendly training materials.

From 2006 September To 2008 November

**Edirisinghe Trust Investments Ltd.**

**System Operator (Executive ) - Information Technology**

Handled the system issues related to the INBANK-2004 (Integrated Software solution for Merchant Banks and Finance companies) with developers. Handling the Hardware and Network issues (including the branch network), and maintain the database server and the fileserver.

From 2006 June To 2006 August

**East-West Information Systems Ltd**

**Customer Support Engineer**

Worked at the Helpdesk at Standard Charted Bank – Head Office.

From 2006 March To 2006 June

**Fergasam Garment Ind. (pvt) Ltd.**

**Executive – Information Technology Department**

Handled the Network and hardware issues.

From 2002MarchTo 2006 February

**Alliance Finance Company PLC**

**Junior Executive - Information Technology Department**

Core committee member of Inbank system implementation, worked with Inbank Developers to implement & to customize the **INBANK 2001**– Integrated software solution of Merchant Banks & Finance Companies. Have hands on experience in the areas of Leasing, Fixed Deposit and General Ledger. Hands on experience in in-house network configuration, computer hardware maintenance and having experience on server configuration (Database server, Fileserver, Domain Name server)

professional records

* Successfully completed the semester 01 and 02 on Bachelor of Information technology and currently following.
* Successfully completed the Special Diploma in Information Technology conducted by Abacus Computer Institute.
* Presently following the Diploma in Software Engineering program at NIBM.

academic records

School Attended – Rahula College, Matara (1991 to 1999)

GCE O/L Examination (1996)

Mathematics C Dancing S

Science C Commerce & Accounting C

English D Buddhism C

Sinhala C Social Studies C

GCE A/L Examination (2000)

Zoology C Chemistry C

Physics C Botany S

COMPUTER PROFICIENCY

* Computer Operating Systems

Windows 2000,Windows XP, Windows 8, Windows Server 2003, 2008, 2012

* Computer Graphic Designing.

Coral Draw, Adobe photo, Adobe Page Maker,

* Micro Soft Office Packages
* Micro Soft Visual Basic , Java , Visual C++
* MS SQL Server
* INTERNET & E-MAIL
* Hands on Experience in Computer Hard-Ware Installation

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LANGUAGE PROFICIENCY

Fluency in written and spoken **English** and **Sinhala**.

personal records

Full Name : SajithSurangaGunawardena

Date of Birth : 10th January 1981

Nationality : Sri Lankan

Religion : Buddhist

Gender : Male

Civil Status : Married

NIC Number : 810101911V

extra curricular activities

* A member of the ISO internal audit committee, where actively participating on internal ISO audits and implementation.
* Active member of BCMS implementation team.
* Member of Alliance Finance Speech craft Program – 2012 Conducted by Division H of Toastmasters International

non related refrees

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| Mr. Michael Benedict  A.G.M. - Credit  Alliance Finance Company PLC  “Alliance House”  No:84, Ward Place,  Colombo 7  Office: (+94) (011) 2673673  Mobile: (+94) (0) 777308638 | Mr. Deshantha De Alwis  General Manager – Finance &Administration  Mercantile Merchant Bank Limited  No: 300, Galle Raod,  Colombo 03  Office: (+94) (011) 4529901  Direct : (+94) (011) 4529973  Mobile: (+94) (0) 773265213 |

I hereby confirm that the above-mentioned particulars are true and accurate to the best of my knowledge.

Yours truly,

SajithGunawardena.