**CURRICULAM VITAE**

Pathiranage Don Lalani Udayangani Pathirana

No.797 'D', Haritha Uyana, Parakrama Mawatha, Town Road, Homagama

Mobile-: (+94)78-8538895 TP-: (+94)11-2893255

[pdlupathirana@live.com](mailto:lalani_pathirana@yahoo.com)

**PROFILE**

To put the knowledge so far acquired in to use of practical world and contribute to the success of the organization and the motherland while improving the relevant skills and abilities and use them against the challenges of the business world.

**PROFESSIONAL QUALIFICATIONS**

* Completed Postgraduate Diploma in Marketing at Sri Lanka Institute of Marketing.
* Successfully completed the Preliminary Certificated in marketing course at Sri Lanka Institute of Marketing.
* Successfully completed English Training programme at Life English Academy. (Elementary Level)
* Successfully completed Beginners Diploma in ICT at IDM.
* Successfully completed a Certificate computer course (stage 01) in Neural Gate.

**EDUCATIONAL QUALIFICATIONS**

* Studies at Badulla Central College (2009-2010)

GCE A/L Examination 2010

Business Studies : B

Accounting : C

Economics : C

Z – Score : 0.8534

* Studies at Bandarawela Central College (2002-2009)
* Passed G.C.E Ordinary Level Examination in 2007 with three A’s, five B’s, two C’s

**WORKING EXPERIENCE**

* Worked at Administration section in Sierra Telecommunication (Pvt) Ltd.
* Preparing Employee monthly salary.
* Handle EPF and ETF documentary part.
* Handle company Loan documentary part.
* Currently work as a Sales and Administration Coordinator in Vinseth Engineering (Pvt) Ltd.
* Preparing Monthly Sales incentives of Sales team.
* Coordinate Sales team’s all sales and Administrative activities.
* Preparing all monthly and annual sales reports.
* Handle existing and new customer’s inquiries.
* Handle Customer Satisfaction Survey.
* Coordinate all Exhibitions with the Marketing team.
* Attend product promotional events to develop new contacts and get more customers to the company.

**SKILLS**

* Team Player and Fast Learner.
* Interpersonal communication skills.
* Ability to work under pressure.
* Confidence in facing demanding challenges.

**EXTRA CURRICULAR ACTIVITIES**

* Attending English day competitions in singing, recitation and drama at class and inter class levels.
* Member of school senior commerce society – Bandarawela Central College

**ACHIEVEMENTS & AWARDS**

* Passed all Dhamma school Final Certification Examinations from 2002 to 2007.

**PERSONAL PROFILE**

* Name in full : Pathiranage Don Lalani Udayangani Pathirana
* Date of Birth : 05th January 1992
* N.I.C. No : 925053970V
* Nationality : Sri Lankan
* Gender : Female
* Marital Status : Single

**REFEREES**

Mr.K.A.K.M.Karunanayake

Accountant,

Sierra Telecommunications (Pvt) Ltd,

No 12 Gower Street,

Colombo 05.

Tel : 011-2582052

Mobile: 071-5342691

Mr. K.M.S. Deshapriya

Managing Director

Zero Technologies (Pvt) Ltd

No 234/4/A, Kahanthota Road

Malabe

Mobile: 071-5245472

I hereby certify that the above particulars furnished by me in this application are true and correct to the best of my knowledge.

P.D.L.U. Pathirana