



## CONTACT INFORMATION

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[Monali Bandhuratne | LinkedIn](#)

## SKILLS

- **IT Project Management (Agile & Waterfall)**
- **Project Planning, Scheduling & Execution**
- **Stakeholder & Client Relationship Management**
- **Cross-Functional Team Coordination**
- **Risk Identification & Mitigation**
- **Strong Understanding of SDLC and IT Systems**
- **Analytical & Problem-Solving Skills**
- **Excellent Communication & Documentation**
- **Adaptability and Multitasking in Fast Paced Environments**
- **Proficiency in Project Management Tools (Jira, Confluence, MS Project, MS Excel)**

# MONALI BANDHURATNE

## PROJECT MANAGER

Detailed-oriented IT and Management graduate with hands-on experience in project coordination across Agile environments. Skilled in task tracking, risk management, stakeholder communication, and end-to-end project support. Proficient in managing backlogs, documentation, reporting, and cross-functional collaboration. Adaptable and delivery-focused, ready to contribute to dynamic teams in web, cloud, ERP, or software development.

## EXPERIENCE

### Antyra Solutions

Project Management Coordinator

May 2025 – Present

- Plan, manage, and execute multiple web and e-commerce projects from initiation to delivery within defined scope, schedule, and quality standards.
- Managed 10+ high-profile client brands, earning direct client recognition for proactive communication and timely delivery.  
**Client Recommendations**
- Earned direct client praise for delivering work efficiently and with strong ownership.
- Serve as the main client contact, managing communication, gathering requirements, and sharing updates.
- Defined project objectives, deliverables, and milestones in collaboration with internal teams and stakeholders.
- Monitored project progress, tracked dependencies, and flagged risks to ensure alignment with budgets and timelines.
- Facilitated seamless communication between design, development, and QA teams, ensuring tasks were clearly defined and executed efficiently.
- Assist in resolving blockers and support smooth team collaboration.
- Helped in process improvements and change management processes by refining task-tracking and reporting methods to enhance team transparency and accountability.

### London Stock Exchange Group

Project Management - Intern

March 2024 – March 2025

- Supported Agile project execution across 11 cross-functional teams, coordinating over 50 project meetings and maintaining detailed documentation.

## LEADERSHIP & COMMUNITY ROLES

**Assistant Secretary**  
IT Students' Community, SLIIT  
Jun 2024 – Mar 2025

**Organizational Dev. Director**  
Rotaract, RID 3220  
Jul 2023 – Jun 2024

**Guide Club Coordinator**  
Rotaract, RID 3220  
Jul 2023 – Jun 2024

**Joint Secretary**  
Rotaract Club, UWU  
Jul 2022 – Jun 2023

**Assistant Secretary**  
Rotaract Club, UWU  
Jul 2021 – Jun 2022

**Vice President – Finance & Legal**  
AIESEC in UWU

**Vice President – Engage with**  
AIESEC in UWU

**Treasurer**  
University Business Club

**Committee Member**  
Entrepreneurs' Club, UWU

## COURSES & CERTIFICATIONS

**Foundations of Project Management – Google (Coursera)**

**Project Initiation: Starting a Successful Project – Google (Coursera)**

**Business Analysis Fundamentals – Microsoft (Coursera)**

- Assisted in managing sprint backlogs, issue tracking, and risk logging during 7 successful software releases, improving process transparency and delivery timelines.
- Generated management reports by analyzing project progress and resource data, supporting stakeholder decision-making.
- Coordinated resource capacity planning for 11 teams and organized team activities, strengthening collaboration in a large-scale Agile environment.
- Managed administrative operations, including leave planning, contributing to smoother operations.
- Developed strong organizational, communication, and analytical skills while working in a fast-paced, multi-year project environment, leading to a major go-live in March 2025.

## EDUCATION

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### BSc. (Hons) In Information Technology, Specializing in Information Technology (2020 – 2024)

Sri Lanka Institute of Information Technology (SLIIT)  
*Second Class Upper Division*

### BBM. (Hons) In Entrepreneurship and Management (2020 – 2024)

Uva Wellassa University – Badulla  
*First Class Honors*

### G.C.E. Advanced Level in Commerce Stream (2016 -2018)

Musaeus College (2005 – 2018)

## RESEARCH WORK

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### Impact of IT GRC on Organizational Performance – Awarded the Best Research Paper at IRCUWU

Conducted research on how IT governance, risk, and compliance impact organizational success, with organizational culture as a mediator.

### SmartDine: Restaurant Management Solution

Developed a web application to streamline restaurant operations, including order management, table reservations, and customer engagement features.

References can be provided upon request.

I herewith confirm the above-stated information is true & accurate to the best of my knowledge.