

October 14, 2018

Sugath Munasinghe.
B8/G4
Hibutu Uyana housing Scheme,
Hibutana.
Sri Lanka

Dear Sir,

Application for a sales trainer, sales manager

I wish to forward my application along with my CV to your Company to continue my professional success, as a next step in training, lecturing and my improvements of sales carrier.

I hold the General Diploma in Marketing Management at the University of Jayewardenepura. I have successfully completed The National Diploma in Training & Development conducted by (SLITAD). And I have completed my MBA in Asia E University in Malaysia. Also I am a certified NLP practitioner and associate member in SLITAD.

This would be a crucial part of my life as this is an important point of the journey towards my career goal as to become a successful Trainer. I certify that I am strongly capable enough of sales, marketing and Training. I strongly believe that you will provide me with the necessary exposure to achieve the above target.

I ensure that I will fulfill your expectations with my capabilities to your entire satisfaction if I got selected for the organization.

I assure that all the information given in my CV is true & accurate to the best of my knowledge.

Yours faithfully,

.....
(Sugath Munasinghe)
077- 6685810, 077- 3863108



Sugath Munasinghe R.P.P.

AITD(SL), MBA

Dip in Mkt (J'Pura)

Dip in T and D (SLITAD)

psugathm@gmail.com

B8/G4, Hibutu Uyana, Hibutana

077-6685810, 077-3863108

| |
|------------------------|
| Work Experience |
|------------------------|

Union Assurance PLC

**Manager, Learning and Development Department from
05.05.2014**

Handling all training needs and identify training gaps. Then fill those gaps creating training programs on sales and customer service for all layers with bancassurance.

St Michel Road,
Colombo 03.

HNB Assurance PLC

**Sales Trainer in Executive Category (from 22nd of June 2011 to
05.05.2014)**

Responsible for empowering, motivation and sales strategic development and customer service. (Conducting all kind of insurance selling trainings with bancassurance)

No.110 ,
Uththarananda Mawatha

Colombo 03

Rotax Company Ltd

Industrial Sales Executive (from 04 .01.2010 to 04. 06. 2011)

Responsible for all sales activities and customer service strategies in the area given by the company.

Galle road,
Colombo 04

Industrial Safety Equipment

No.03 Gunasekara Garden
Nawala,
Rajagiriya

Sales Executive (from 28.04.2008 to 28.12.2009)

Overall responsible to achieve the set target in Colombo area.
(Product range- Total safety & Personal Protection).
Presentations for the prospecting customers to reduce hazards &
How to use safety products properly. Responsible for collections
Promotional activities & placing orders with customer service.

Union Assurance Ltd.

Hettipola road, Kuliyapitiya

Insurance Representative (from 09.01.1998 to 10.04 2008)

Canvases & procure as authorized life Insurance business and
Responsible to achieve the set targets by the Company. Providing a
proper service & maintain renewed by payment of renewal
premiums with the company.

Academic Qualification

- **G.C.E. Advance Level Examination (1996)**

2 passes including Botany and Zoology

- **G.C.E. Ordinary Level Examination (1993)**

1 D for Buddhism, 5Cs including English, Science, and other two subjects average pass.

Professional Qualification

- Have successfully Completed **Diploma in Marketing Management** (One and half years) Course conducted by University of Sri Jayawardenapura. (2004/2005)
- Followed the **National Diploma in Training and Development** (One year) Course conducted by Sri Lanka Institute for Training and Development. (SLITAD).(2009/2010)
- Have successfully completed a course on **Certified NLP practitioner** conducted by Mr. Suranjith Godagama in SLITAD.(2014/2015)
- Have completed **MBA in the University of Asia E in Malaysia.** (2013/2015)

Subjects

| | |
|-------------------------------------|-----------|
| Business Information and Technology | Completed |
| Business Statistics | Completed |
| Change Management | Completed |
| International Business | Completed |
| Management Accounting | Completed |
| Marketing Management | Completed |
| Managing People and Organization | Completed |
| Strategic Management | Completed |
| Supply Change Management | Completed |
| Project Management | Completed |
| Economics | Completed |
| Project Report (Research) | Completed |

(Please note that I have finished all the above subjects and the project report with my nominated lectures. Graduation is still pending)

Additional Training

- Participated to the training program on Sales Management and Basic Product Knowledge conducted by Industrial Equipment & Services Co.Ltd at **Doha Qatar** (Seven days).
- Participated 2 days workshop on “Customer Care” conducted by Mr. Dammika Kalapuge, at Mahaweli Reach Hotel, Kandy.
- Participated 2 days workshop on “Relationship Marketing” conducted by Union Assurance Training Centre.
- Participated Training Programs conducted by Wisdom Trainer International on
 - The super Change (Personal & Organizational Change program)
 - Motivation Picnic (Moral Boosting & Attitude Training)
 - - Service Master Personality (Super service techniques to improve marketing & selling skills.

- Participated to a training program on “seven habits of highly effective people” conducted by Franklin covey institute and many more.
- Resource person for “**Business English and Personal grooming Session**” in Asian Teachers Educational Training Center in Meepe, Hanwella.
- Part time lecturer in **SLITAD** (Sri Lanka Institute of Training and Development, Nawala,Rajagiriya)
- Part time lecturer in **International Institute of Professional Studies (IIPS)** in Malabe

| |
|---------------|
| Skills |
|---------------|

I have developed the following skills via my education, employment and extra curricular activities.

- **Communication** Overall product coordination.
Handling the presentations.
Dealing with customers & dealers.
Participated to marketing research.
- **Interpersonal** Developing assertive approaches, Accepting responsibilities &
Resolving conflicts in the work place.
- **Teamwork** Doing brilliant team game with other staff. Sharing of knowledge and
experience. Participated group works in the university.
- **Computing** Have good knowledge of MS Office, and Internet Research & E-Mail.
- **Leadership** Lead & motivating the sales team at the work place.
- **Organizing** Organizing workshops, exhibitions, and cultural festivals at the work place.
Co-ordinate meetings and other events in the work place.

Achievements

- I have been rewarded as the service champion award in Union Assurance Company in 2016.
- I have been certified in recognition of outstanding performance at union brainwave 2018 by the CEO.

Publications

- I have published two books “Psychology of selling” and “Spoken English”.
- You tube publications

<https://www.youtube.com/watch?v=vum0-bvnI8M&t=160s>

<https://www.youtube.com/watch?v=EMEPt-KUjc0&t=34s>

<https://www.youtube.com/watch?v=puH6helWaR8&t=148s>

<https://www.youtube.com/watch?v=quV-92RgrR0&t=295s>

Hobbies / Interests

- I am keen on traveling with friends.
- I am helping my relations for their educations.
- Reading books related to Training and Marketing Mgt /Listening to Audio books.

Personnel Information

Age & Date of Birth : 10/04/1975

Civil Status : Married

Nationality : Sri Lankan

Sex : Male

Schools Attended : Paduwasnuwara National College Paduwasnuwara.

| |
|-----------------|
| Referees |
|-----------------|

Mrs. Chammika Darmamali,
Head of Learning and Development Department,
Union Assurance PLC.
Colombo 03.
0777-260287

Mr. Suranjith Godagama
SG Life International (Pvt) Ltd.
51/8G, 9th lane,
Baththaramulla.
077 723 8015

I do hereby declare that the above mentioned particulars are true and correct to the best of my knowledge.

.....

Sugath Munasinghe

077-6685810, 077-3863108