



**Jude Fernandopulle
Associates (Pvt) Ltd**

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tropicalvillas@jfalanka.com

SUNBIRD®

RENEWABLE ENERGY

SUNBIRD
SOLAR HOTWATER SYSTEMS *for life*

SENSE
PV Solar Energy Systems

Tropical Villas

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Mr. Victor Randolph Wright
No. 288/82, Lot 3C, Kimbulapitiya Estate,
Negombo.

WORK EXPERIENCE CERTIFICATE

Mr. VICTOR RANDOLPH WRIGHT (born 11th November 1968), worked as the **General Manager** in our group of companies for 19 years, from 12th June 2001 to 8th August 2020.

Job Role

During his tenure of service with us, Victor was an invaluable co-partner in the development and continued success of our Company, ably shouldering several important roles in key areas and departments, such as:

- Establishing a comprehensive IT infrastructure for the entire organization encompassing hardware, networking, OS/package software installation and maintenance strategies.
- Expertise and in-depth involvement in the development of our in-house Manufacturing and Purchasing/Inventory software, and online applications for monitoring and control of Sales & CRM, Job Orders, and Revenue.
- Designing and creating our online web and social media presence, and hosting and maintaining our website and email platform.
- Authoring/editing and graphic design of company portfolios, writeups, brochures, manuals, SOP's, forms/formats, and various other documents, artwork and digital media.
- Spearheading the marketing department, which greatly increased our monthly sales from an initial 0.5m to well over 15.0m revenue, with diverse advertising programs, promotion strategies and local and foreign exhibitions/events.
- Undertook the expansion drive of our local branch and showrooms network, from 2- to 11 island-wide, and additionally very capably handling our overseas outreach programmes.
- Involved in the activation and complete setup of the imports/exports department, international collaborations for technology and sourcing, and maintained excellent relationships with all our foreign associates.
- Direct engagement and hands-on work in the production, research, and development of SUNBIRD and SENSEPV systems, from grassroot to innovation level.
- Developing and maintaining an excellent after-sales service, troubleshooting and customer care with a long-term solution agenda, and related support framework for our entire operation.
- Handling of the general administration and office management of the factory complex, which included the accounts, personnel, procurements, logistics, maintenance, and security areas.
- Additionally, he was also the **Hotel Manager** in residence at our TROPICAL VILLAS Guest Bungalow (for almost 3 years - from 2017 to 2019), with full overall responsibility for guest bookings and communications; reception, cashier, income and expenses, staff, and organization of food, kitchen and laundry services, facilities and attending to various guest requirements etc. which achieved a consistent 9.6+ rating on booking.com.

HOT-LINE 0777 165 165

Island-wide Bandarawela, Colombo, Negombo, Galle, Kadawatha, Kandy,
Network: Kurunegala, Marawila, Nuwara-Eliya, Panadura, Rathnapura

Highlights: Patenting of SUNBIRD product • developing and launching the official website • opening of city office and 11 branches • Developing of SOPs and standards • creating of product brochures, user manuals, writeups • new factory and expansion projects • digitalizing and automating data with excel forms • pre-initiating ISO implementation with forms & documentation • in-house custom software • SBIOS and SNOW online software • IT infrastructure and LAN/WAN network installation • configuring company emails structure • Cloud, NAS and data backup solutions • installation and setup of telephony, attendance & monitoring, and CCTV systems • digital outdoor advertising • commencement of exports and imports • installing and training for new machinery (cutting, welding, PU foam injection, engraving/laser engraving) • streamlining and quality control of production processes • obtaining several Product Awards over repeated years including the prestigious Presidential Product Award for Energy in 2011.

Performance

We are keen to highlight Victor's many capabilities and talents, which included a very strong grasp of management and administrative concepts, skills in planning, adaptability and resourcefulness, timely and good decision making. He maintained excellent internal and external business relationships with clear and direct communications, and has advanced English and Sinhalese language skills, technical aptitudes, and a practical and focussed approach to every situation.

He always took the initiative and worked with a willingness and calm attitude, even under the pressures of time and numerous workloads. His achievements highlighted his diverse knowledge and skills, quick learning/ understanding, and masterful use of manual and digital workspaces for data processing, analysis, records management etc. Victor always performed to our fullest satisfaction and without supervision, and was invaluable to us in bringing our company to new levels of success and achievements.

During his time with us, we found Victor to be a responsible, dedicated, dependable and an exemplary employee who loyally represented our company's interests. He integrated well with management and staff and proved himself as an exceptional team-worker throughout his job. He maintained excellent rapports with clients, suppliers, superiors, and colleagues at all levels. His open-minded, friendly, and candid personality changed the atmosphere of our company and increased the overall productivity and customer satisfaction. At any time, he was ready to take on other responsibilities as well which were not a part of his job description – such as the management of the guest villa. In addition, he conducted many training workshops and gave individualistic support that helped increase the potential of staff, sales, production, and services teams. On various occasions, he went out of his way to assist our contacts and associates as well in the performance of their tasks.

Victor leaves us of his own wish for emigrating overseas. We regret to lose an extremely engaged and successful employee, who was instrumental to bring JFA to a more worthful, stable and modernized establishment which is ready for the new era. We are happy that we can still count on his continued support for the future.

We find great pleasure in providing these credentials to ascertain his capabilities, skills, and character to any future employer. The Board of Directors, management, and staff of the JFA Group of Companies thank him for his excellent work, dedicated service, and loyalty, to our fullest satisfaction always.

His colleagues and I wish him much success and all the best in his future endeavours.


Jude Fernandopulle, CEO and Managing Director

Managing Director

**Jude Fernandopulle
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Negombo, 8th August 2020