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# Banduni Amaraji Amarathunge.

## • Objective

- To concentrate on my acquired skills knowledge and work hard to gain excellent which in return will help me of dispensing my responsibilities affectively and efficiently.
- Patient self motivated team player capable of independent work with an enthusiasm for continues improvement in the given field, very good in interacting with people both foreign / local, Interested in gaining experience in organizational management and structures in order to assuring qualitatively as well as distinctive work.
- Gain experience and be exposed to the dynamic environment of an internationally reputed organization to continually expand my abilities and face new challenges with the view of learning and developing my self.

## • Date of Birth

12<sup>th</sup> October 1983

## Current Occupation

### Marketing Coordinator

PC House Plc.

451 , Galle Road,

Colombo 03

011-4724242 Etc – 3016

[amaraji\\_amarathunga@pch.lk](mailto:amaraji_amarathunga@pch.lk)

[www.pch.lk](http://www.pch.lk)

## Educational Qualifications

- Primary & Secondary Education at Gothami Balika Vidyalaya-Colombo

- G.C.E (A/L) 2002

Business Studies	:	C
Economics	:	C
Accounts	:	C

- G.C.E (O/L) 1999

Maths 1	:	D
Maths 2	:	C
Science 1	:	D
Science 2	:	C
Social Studies	:	C
Buddhism	:	C
Commerce	:	C
Sinhala	:	C
English	:	C
Dancing	:	C

### Professional Qualifications

- Followed the Chartered institute of marketing stage I Conducted by the "**Chartered Institute of Marketing**" London.
- Following the Chartered institute of marketing stage II Conducted by the "**Chartered Institute of Marketing**" London.
- Followed a Professional English Course conducted by the "**Gate Way Language Centre**" Colombo.
- Followed a computer diploma Course conducted by the "Gateway Computer Studies" Colombo.
- Passed the London Test o f English conducted by the "**Edexcel International**".
- Followed the Spoken English Course conducted by the Royal Institute International School of Higher Education".

### Employment History

Company : **Nations Trust Bank**  
Nature of Business : Providing Financial Solutions to the Market.  
Position Held : **Loan Sales Consultant**  
Work Duration : December 2003-September 2004

#### **Job Responsibilities**

- 1) Finding prospects**
  - Making appointments with Customers
  - Visiting customers on time
- 2) Doing promotions by visiting the companies**
  - Introduce bank products to the Companies.
  - According to their financials problems introduce them a better solution.
  - Give the details about products.
  - Help customers to handle the documentations
  - Collect the documents and proceed the documents
- 3) Handling Customer calls & Complaints**
  - Find the problem and supply a better customer support to Customers.

### Current Occupation

Company : **PC House PLC**  
Nature of Business : Providing IT Solutions  
Position Held : **Marketing Coordinator**  
Work Duration : September 2004 - Current Employment

#### **Job Responsibilities**

- 1.** Maintaining of daily work performance report and necessary follow-ups to be made available for reference, review an action
- 2.** Preparing proposals for both public sector and private sector customers
  - Prepare proposals / quotations according to the specification given by customer
  - Handling public sector tenders
  - Preparing documents & related literature regarding products & services
- 3.** Manipulating Reports
  - Sales / Quotations Reports
  - Forecast Reports
  - Performance analysis
  - Manage customer database
- 4.** Coordinating with dealers / distributors & manufactures both foreign & local.
- 5.** Coordinating sales activities with accounts departments, stores & engineering department
- 6.** CRM & Handling Customer inquiries

Personnel Information	
• <b>Religion</b>	: Buddhist
• <b>Gender</b>	: Female
• <b>Civil Status</b>	: Married
• <b>N.I.C No</b>	: 837862248V
• <b>Nationality</b>	: Sri Lankan

Language Fluency
<ul style="list-style-type: none"> <li>• English</li> <li>• Sinhala</li> </ul>

Extra Curricular Activities
<ul style="list-style-type: none"> <li>• Winner of the Creative Writing Competition conducted by the English Literary Association of Clifton Balika Vidyalaya.</li> <li>• Won a Certificate of Merit for Social Services conducted by the Helpage Sri Lanka.</li> <li>• Participate Colombo district dancing Competition.</li> <li>• Participate school dancing competition.</li> </ul>

Non Related Referees	
Mr. Christopher Money Deputy General Manager -Engineering <b>Kobian Technologies (PVT) LTD</b> # F-29 Lucky Plaza, Colombo 03. Sri Lanka . Tel 011 2565676 Mobile 0714622322	Mr. Sujeewa Weerasinghe Senior IT Administrator <b>Seylan Bank Limited</b> Galle Road, Colombo 03. Sri Lanka. Tel: 011 5665665 Mobile : 0773 856176

I hereby certified that the above information is correct & true according to the best of my knowledge.

Date : \_\_\_\_\_ Signature : .....