

H.A Harshaka Hettiarachchi

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A highly motivated graduate who has strong focus on developing career in a management related environment with having previous experience on Operational/Administrative aspects. Believes on Innovativeness and Organizational Learning as the key for success.

Work Experience

- **Virtusa Pvt Ltd**

Associate Executive – Operations (Project Coordinator) – July 2012 to Present

Practice/Segment – Mobility

Mobility Practice/Segment was initiated by Virtusa to encourage development of mobile applications, since Mobility becoming popular and evolving.

Job role mainly covers project management, Operational, and administrative related responsibilities where the present core responsibilities are:

- Device management and billing
- Resource management and Utilization
- Project team coordination
- Report preparation for decision making
- Other administrative work

Initiatives

- Initiate on development and work as Requirement Analyzer of new device Inventory Management system of the practice

Education & Training

- Completed all the Virtusa RBT (Role Based Training) certifications

- **Avery Dennison Sri Lanka (Pvt) Ltd**

Trainee Project Intern - October 2011 to January 2012

Production Department – ELS (Enterprise Lean Sigma) Section

Avery Dennison Lanka (Pvt) Ltd is a BOI of Sri Lanka approved apparel identification product supply enterprise established in the biyagama export processing zone.

Problem: No proper mechanism to identify/capture and evaluate 'Urgent Orders' (Orders not within standard lead time) on Printed Fabric Label (major production line)

Responsibility: Preparing a project report on:

Urgent Order Analysis - Printed Fabric Labels (PFL) to improve planning process

- Tracking and monitoring fabric urgent orders
- Maintaining data records in relation to Customer contact, Label reference, RBO, & Product and analyze them
- Getting promise dates from production planners for urgent orders
- Preparing and analyzing reports weekly basis for urgent orders for management decision making
- Liaison between production planning and customer services for important data exchange

Initiatives

- Develop a mechanism to capture and analyze urgent orders

Education and Training

- Good understanding about customer service production planning and lean principles

- **Bank of Ceylon Super Grade, Borella**

Trainee Banking Assistant (January 2008 to July 2008)

Sri Lankan government owned major commercial bank. Worked related to the all the aspects of customer service in front office and also back office operations as well. Through this training, was able to grab a vast knowledge about bank operations. Mainly involved in:

- Customer service and account related
- Pawning
- Loan recovery
- Cheque clearance
- Fund transfer etc.

Education

- Bachelor of Commerce Special Degree in Business Technology, University of Kelaniya, Sri Lanka (Final results pending for a degree with a class)
- CIMA managerial level 1 part qualified
- Diploma in Computerized Accounting, JMC (Pvt.) Ltd, Sri Lanka

- Diploma in Hardware engineering and Network administration – E soft Computer studies (Pvt) Ltd, Sri Lanka
- Beginners Diploma in ICT (B Dip.ICT), IDM Computer Studies (Pvt) Ltd, Sri Lanka
- Certificate in Computer Programming (Basic Level), Tec Sri Lanka (Pvt) Ltd, Sri Lanka
- Primary and Secondary(Commerce) education, D.S Senanayake College, Colombo, Sri Lanka

Academic Research

- Determination of Factors Affecting to Adoption of Internet Banking: From Sri Lankan Context, 2012
<https://docs.google.com/file/d/0B6qFGGh5wJDEVHhtbFROSDNDVW8/edit?usp=sharing>

Achievements & Certifications

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| 2008 | D.S Senanayake College, Colombo, Sri Lanka
Awarded prize certificate for one of best A/L result in commerce stream at the college |
| 2004 | D.S Senanayake College, Colombo, Sri Lanka
Awarded 1 st Dan Green belt in karate (Okinawa Goju-Ryu) |

Non-Related Referees

Mr.C.N.Wickramasinge (Ph.D) Senior Lecturer Faculty of Commerce and Management Studies, University of Kelaniya, Sri Lanka. Tel. Office : 94-11-2914485 Mobile : 0723-505507 E-mail : Nalakacw@yahoo.com	Mr.Subash Karunaratna Manager ELS Avery Dennison Lanka Pvt Ltd, Block B, Export Processing Zone, Biyagama, Sri Lanka. Tel. Office : 94-11-2465000 Mobile : 0777-760981 E-mail : subashse@yahoo.com
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I hereby certify that the information given above is true and correct to the best of my Knowledge.

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Date

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H.A.H Hettiarachchi



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