**Sudantha**

Email: sudantha.333745@2freemail.com

**AREAS OF EXPERTISE**

***General Insurance Sales***

***Marketing***

***Experience in Bank Assurance***

***Underwing***

***Life Insurance***

***General Insurance***

***Certified Trainer***

***Staff Management***

***Team Handling Skills***

**PROFESSIONAL SKILLS**

***Managerial skills***

***Organising and prioritising***

***Interpersonal and Communication skills***

***Motivation***

***Leadership and Team working***

***Excellent language skills***

**PERSONAL PROFILE**

I am versatile, hardworking, well organised and experienced working in sales and marketing. Much disciplined, competent with a broad spectrum of team leading and managerial experiences. Enjoy challenges, acquiring new skills and able to communicate and liaise well at all levels, with a naturally friendly disposition. Take pride in a job well done, meeting deadlines and setting standards. Seeking team leading/ managerial role within an organisation where a positive contribution can be made.

**EMPLOYMENT HISTORY**

September 2003 to date – **HNB Assurance PLC & HNB General Insurance Limited**

**2003 to 2004** Underwriting Assistant (Life & General) Badulla Branch

**2004 to 2005** Junior Marketing Executive & Acting Officer in charge Monaragala Branch

**2005 to 2006** Officer in charge Monaragala branch

**2006 to 2014** Branch Manager Bandarawela branch

**2014 to 2016** Cluster ManagerBandarawela Cluster

**2016 to date** Sales Manager Bancassurance Ceylinco Insurance

* Handling Five Branches (Bandarawela , Badulla , Monaragala , Ampara , Mahiyanganaya) supervising and overlooking all Branch Managers
* Overlooking all branch operations , sales targets , sales management , field force recruitment ,training and development , general claims and Bancassurance
* Maintaining service standards and audit requirements
* Supervising daily sales targets and monitoring field force
* Handling escalated customer complaints and claim issues.
* Arranging sales promotions and image building campaigns in the cluster.
* Generating sales and business reports.
* Sales planning performance monitoring and evaluation.

 **PROFESSIONAL QUALIFICATIONS & TRAINING**

**PERSONAL QUALITIES**

***Friendly and approachable***

***Positive and proactive***

***Energetic and trustworthy***

***High maintenance of confidentiality***

* Preliminary Certificate in Marketing.
* Diploma in English – The House Of English Institute Bandarawela
* Diploma in Computer literacy (MS Office, Outlook, )

**SOCIAL SERVICES AND EXTRA CURICULAR ACTIVITIES**

* **ROTARY CLUB OF BANDARAWELA (Paul Harris Fellow)**
	+ President-2009-2010
	+ Tresurer-2008-2009
	+ Secrartary-2010-2011
	+ Director Public Relations-2011-2012
	+ Director Social Services-2012-2013
	+ Director Youth Services-2013-2014
	+ Director Public Relations-2014-2015
	+ Director Service Projects-2015-2016
* **Bandarawela Tennis Club**
	+ Asst General Secretary-2016-2017
* **College Activities**
	+ Senior Prefect-2001-2002
	+ President- Students Movement
	+ Member-Chemistry Circle
	+ Member-Science Society
* **Sports**
	+ Silver medallist for Karate XXVII National Sports Festival - 2001
	+ Silver medallist For Karate XXVIII National Sports Festival – 2002
	+ Bronze medallist-Under 15 National Karate Champion ship-1999
	+ Bronze medallist –Under 18 National Karate Championship-2001
	+ Gold Medallist-Under 21 Junior National Karate Championship-2002
	+ Silver medallist-Under 21 National Karate Championship-2002
	+ Participant Junior National Athletics Meet 2002
	+ College’s Best Performance Award for Sports - 2002

**EDUCATION**

2002 S. Thomas’ College Bandarawela

 General Certificate of Education (Advanced Level)

1999 S. Thomas’ College Bandarawela

 General Certificate of Education (Ordinary Level)

**PERSONAL DETAILS**

 Name Sudantha

E-Mail sudantha.333745@2freemail.com

Age 32 years

Gender Male

Marital Status Married

Nationality Sri Lankan

I hereby acknowledge that the above information is furnished in the highest accuracy and to the best of my knowledge

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Sudantha Date