**Personal Profile**

I have an Advance Diploma in Hospitality Management with Second Class Honors awarded by Win-Stone School of Culinary Arts.

As I progress in my career path, I seek an opportunity in the field of Management in an

Area where I can apply the knowledge I have gained.

I strongly believe that I will be able to contribute to the Company with the knowledge

I have obtained from professional management qualifications, and the work experience

I have gained through my career path.

**Professional Qualifications**

Advanced Diploma in Business Management – National Institute of Business Management (NIBM) 2008 – 2009.

Successfully completed the City& Guilds Diploma Level in Pastry & Bakery 2007.

Successfully completed the Diploma level in Hotel Management 2007.

**Academic Qualifications**

* **G.C.E. Advanced Level Examination – 2007**

Economics C

General English A

Business Studies S

* **G.C.E. Ordinary Level Examination – 2004**

English A

Health Science A

Sinhala C

Science C

Social Studies C

Commerce C

Buddhism C

Sinhala Literature C

Mathematics C

**Madhawa**

Email: [madhawa.335903@2freemail.com](mailto:madhawa.335903@2freemail.com)

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Date of Birth : 1988.10.14

Gender : Male

Civil Status : Married

Nationality : Sri Lankan

School Attended :

Carey College

Colombo 08

**Professional Experience**

1. **Company name : Shipping & Cargo Services pvt Ltd.**

No. 315, Vauxhall Street, Colombo 2,

Sri Lanka

Period of work : March 2010 – February 2011

Position : Management Trainee

Duties & Responsibilities:

* + Update Local System- Uploading and Checking.
  + Send Arrival Notice to Consignees.
  + Issuing D/O documents of the candidates.
  + Original Bill of Lading
  + Surrender message
  + Seaway bill
  + Bank Guarantee

1. **Company name : Crescent Lapidary**

Company profile : Gems Export Company

Period of work : April 2011 – December 2015

Position : Online Marketing Executive

**Key responsibilities :**

* Builds business by identifying and selling prospects and maintaining relationship with clients. Give potential customers all the information they need to make a decision about our business. Add a business description, phone number, website, email address, social media links and more.
* Have Good relationship between a trained coach and a client with the goal to enhance the client’s leadership or management performance and development. Through a process of inquiry, dialogue, and other tools, the coach serves as a thought partner to help the client examine and develop his or her decision-making, experiment with new ways of thinking and being, and commit to action steps that help achieve the client’s goals.
* Identify product improvement or new product by remaining current on industry trends, market activities and competitors.
* Prepare reports by collecting, analysing and summarizing information.
* Helping relationship formed between a client who has managerial authority and responsibility in an organization and a consultant who uses a wide variety of behavioural techniques and methods to assist the client achieve a mutually identified set of goals to improve his or her professional performance and personal satisfaction and consequently to improve the effectiveness of the client's organization within a formally defined coaching agreement."
* Promotion of the GEMS brand to professional networks and organisations.
* Handling the company website (Cresla website, Turbo Lister, Shopping Cart, eBay)

**Madhawa**

Personal Attributes:

* Dedication
* Team Player
* Leadership
* Self-Motivated
* Innovative

Strengths:

* Flexibility
* Time Management
* Higher level of commitment

Towards achieving goals

* Ability to deal with different

Personality traits

* Ability to work under

Pressure

* Maintain the company server.
* Identify product improvement or new product by remaining current on industry trends, market activities and competitors.
* Prepare reports by collecting, analysing and summarizing information.
* Helping relationship formed between a client who has managerial authority and responsibility in an organization and a consultant who uses a wide variety of behavioural techniques and methods to assist the client achieve a mutually identified set of goals to improve his or her professional performance and personal satisfaction and consequently to improve the effectiveness of the client's organization within a formally defined coaching agreement."
* Promotion of the GEMS brand to professional networks and organisations.
* Handling the company website (Cesla website, Turbo Lister, Shopping Cart, eBay)

**Extra-Curricular Activities**

* 1998 Awarded School Cub Scout Gold Star
* 1998 Collage Junior Prefect
* 1999 Awarded School Price Giving
* 2002 – 2004 Awarded School Cricket Association
* 2000 – 2002 Collage Scout Association
* 2007Carey College Volunteer Saving Officer
* 2001 Awarded Inter House sport Meet
* 2002 Petrol Leaders Training Course
* 2003 – 2004 Secretary of the College Science Society
* 2004 Leadership Skills Development Training Camp
* 2005 – 2006 Treasurer of College Media Unit
* 2006 – 2007 College Senior Prefect
* 2006 Camp Fire Committee Director of the Flames Revelations
* 2006 – 2007Treasurer of Commerce Society
* 2006 Member of Scholl Environment Society
* 2006 Member of Youth Club
* 2006 Member of Interact Club

**Madhawa**

Interests:

* Interested in Sports
* Enjoying time with family

And friends

* Interest in camping

**Other Qualifications**

* + - A Member of the College Choir Which Won a Gold Medal with Honors at the Sri Lanka Festival of Music, Dance And Speech – 2002
    - A Member of the College Choir- Under 18, which was the All Island winner at the Sri Lanka Festival of Music, Dance And Speech – 2002
    - Successfully completed the following Grades in Spoken English with Honors at the Examination conducted by the Institute of Western Music & Speech (IWMS)

Initial Grade – 1995

Elementary Grade – 1996

Grade One- 1997

* Successfully completed the Training Program in Information Technology at Carey College Computer Training Center-2005

**British Council**

Level Grade

Elementary 3 (E L 3) B

Pre Intermediate 2 (P L 2) A

Pre Intermediate 3 (P L 3) C

Intermediate 1 (INT 1) B

Intermediate 2 (INT 2) A

Intermediate 3 (INT 3) C

**Madhawa**