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**CURRICULUM VITAE**

**Current job:**

Presently working as Registrar at Sabaragamuwa University of Sri Lanka

**JOB PROFILE**

Twenty two years managerial and administrative experience in which eighteen years in top management position, and performance record in planning, implementing, and monitoring the process and achieving it. Was part of the team in developing the corporate plan for the South Eastern University of Sri Lanka and actively involved in implementing this.

**Academic and Professional Qualification**

1. **Doctorate in Management Studies** (DMS) from Kazian Global School of Business Management, India
2. **Master of Business Administration (MBA)** from Postgraduate Institute of Management, University of Sri Jayewardenepura

Thesis was on “Leadership Style of Supervisors and its influence on the job satisfaction of construction workers in UAE”

1. **Master of Science (MSc.)** from the Postgraduate Institute of Agriculture, University of Peradeniya, Sri Lanka.

 Research report on: The Management of Water Resources for the Human Domestic Consumption in Kandy Town (KMC area).

1. **Bachelor of Science (B.Sc. Hons.)** from Eastern University, Sri Lanka. Obtained a Second Class.
2. **Postgraduate Diploma in Management (PGDM)** from the Open University of Sri Lanka, Sri Lanka

 Research report on: The positive impact of job stress on the employees of the South Eastern University of Sri Lanka

1. **Diploma in Computer Science (Dip in Comp Sc)** from South Eastern University of Sri Lanka
2. **Certificate of Advanced Management Development** conducted by Postgraduate Institute of Management, University of Sri Jayewardenepura, Sri Lanka.

**PROFESSIONAL MEMBERSHIP**

* **FELLOW of the Institute of Management Specialists, FIMS (Dip. IMS) UK**
* **Fellow Certified Professional Manager** **(FCPM)** from the Institute of Certified Professional Managers, Sri Lanka

**Objective**

To pursue the career with challenging and responsible environment and afford opportunity of utilizing and further enhancing my job knowledge, experience, skills and leadership quality. Willing to give total support to the organization that I am in, with the experience and capability that I have, in order to achieve organization’s goals and create mutual benefits.

**Achievements**

* Rathini Anandamoorthi Memorial Award for the best performance in the General Degree examination in Science.
* Awarded MERIT at the Diploma in Computer Science.
* Awarded Specialised Administration Manager award by the Institute of Management Specialists, United Kingdom

**KEY SKILLS**

* + Strong Decision Making.
	+ Negotiation, Good Inter-personal skill and Hold on Business Strategies.
	+ Ability to work independently and to make speedy decisions and prompt action.
	+ Focus clearly on assigned Jobs and follow up with Clients and maintain relationship.
	+ Accept Challenges and deliver results.
	+ Quick to Learn, and willing to work hard to get the job done.
	+ Highly organized and reliable, quick and efficient.

**Computer skills**

* + Experience in MS Office applications
	+ Knowledge in some programming languages (Visual Basic, Pascal, C++)
	+ Internet and E-mail usage

**Work history**

2014 Feb – to-date: **Registrar** at Sabaragamuwa University of Sri Lanka

Registrar is a full time officer of the university, shall be the ex officio Secretary of the Council and the Senate, and shall be the Assistant Accounting Officer of the University, responsible for the custody of the records and the property of the University.

2013 Jan – 2014 Feb: **Deputy Registrar** at the Trincomalee Campus of Eastern University, Sri Lanka

2012 June – 2012 Dec: **Senior Assistant Registrar** at South Eastern University of Sri Lanka attached to the Office of the Vice Chancellor

2011 Feb – 2012 May: on **Sabbatical leave**

2009 Feb – to 2011 January: S**tudy leave**

2005 Sep. – 2009 Jan. **Registrar** (Acting) at the South Eastern University of Sri Lanka

Registrar is a full time officer, responsible for the custody of the records and the property of the University, shall be the ex officio Secretary of the Council and the Senate, and shall be the Assistant Accounting Officer of the University.

Also continued to function as **Senior Assistant Registrar** in charge for the Establishment Division (Human Resources Division)

Duties are: Maintaining the personal files of the Academic, Administrative and non academic staff members, Recruiting new staff, staff promotion etc., preparing advertisements for new recruitments, preparing council memos, attending any legal matters pertaining to recruitments, promotions and conducting disciplinary inquiries.

2005 Jan. - Aug. **Senior Assistant Registrar** in charge for the General Administration and Establishment Divisions of the University

1999 Sep - 2004 Dec. **Assistant Registrar** at the South Eastern University of Sri Lanka

During this period I was working in various divisions of the university. Those are Establishments, General Administration, Staff and Students Welfare, Examination and Academic and various faculties of the university.

Major activities involved: Controlling the staff attendance, maintaining and controlling vehicles, supervising the security activities, conducting examination, registering the students, organizing accommodation for the staff and students, conducting board meeting etc..

1999 Apr – 1999 Aug. **Assistant Registrar** at the Open University of Sri Lanka,

Major activities involved: Looking after the Staff and Student welfare activities and the Continuous assessment division.

1997 Feb – 1999 Mar **Assistant Registrar** at the South Eastern University of Sri Lanka,

Major activities involved: Conducting examination, registering the students, organizing accommodation for the staff and students, conducting board meeting etc…

**Special Assignments / Additional Responsibilities:**

1. Ex Officio Secretary of the University Council and the Senate of Sabaragamuwa University of Sri Lanka from 2014 Feb to date.
2. Ex officio Secretary of the University Council and the Senate of South Eastern University of Sri Lanka from 2005 Sep to 2009 January.
3. Functioned as Network Manager of the South Eastern University of Sri Lanka from March 2004 to January 2009.
4. Was the Deputy Director, Program Affairs and Administration for the World Bank funded IRQUE Project at the University.
5. Was a Member of the University Procurement Committee, Finance Committee, Land and Building Maintenance Committee and the Library Committee
6. Was the Chairman of the University Supplies Committee and the Quotation Committee
7. Functioned as Member of various Technical Evaluation Committees.
8. Was Functioning as IT Manager for the ICTA/e-Sri Lankan distance e-learning (DEL) Centre at the University.
9. Served as Chairman/ Member of Selection Committees for Recruitment of staffs and promotion etc.

**Training Courses, Workshops and Seminars attended (LOCAL & INTERNATIONAL)**

* + - 1. Participated at the workshop on Financial Management for non-financial Managers conducted by the Ministry of Higher Education and the Institute of Charted Accountants of Sri Lanka in Colombo from 12 – 13 March 2015.
			2. Participated at the International program on **Higher Education Management at the Asian Institute of Technology, Thailand** from 10 – 14 February 2015.
			3. Participated at the ACU HR/PR Conference held in **University of Glasgow, Glasgow, Scotland UK** from 13 – 16 July 2014.
			4. Participated in a workshop on Public Procurements held in Colombo on 22 November 2013 organized by the National Centre for Advanced Studies
			5. Participated in a workshop on Public Speaking and Presentation Skills held in Colombo from 15 – 17 January 2013 organized by the HETC Project
			6. Participated at the 16th International Meeting of University Administrators, held in Vancouver B.C, Canada from 17 – 21 August 2008 hosted by the **University of British**
			7. Participated in the Managerial Leadership Grid Seminar, in Mumbai, India from 18 - 21 February, 2008, conducted by the Grid Consultants Pvt. Ltd, **Mumbai, India**.
			8. Participated in a Study Visit course on Management / Administration for Senior Sri Lankan University Officials from 17 – 28 October, 2005 in **Thailand and Malaysia**.
			9. Participated in an International Course on APM Professional Qualification RIBA Certificate in Project Management from June 8 – 13, 2005 **Malaysia**.
			10. Participated in a two day workshop on Disaster Management conducted by the CIDA Restore Project, South Eastern University of Sri Lanka from 28 – 29 October 2008.
			11. Participated in a training program on Advanced Management Development Program on Managing Higher Educational Institutions from March – June 2007, conducted by the Postgraduate Institute of Management of the University of Sri Jayewardenepura.
			12. Participated in a Training Program on 5-S Application in Productivity and Quality Improvement conducted by the Sri Lanka Standards Institution on 12th July 2006.
			13. Participated in a workshop on Basic Counseling organized by the Staff Development Centre, South Eastern University of Sri Lanka from 27 – 28 June 2006.
			14. Participated in a joint CVCD-UGC workshop on Improvement of the Management of the Universities in Sri Lanka from 23 – 24 June 2006 at the Sri Lanka Foundation Institute, Sri Lanka.
			15. Participated in a Symposium on Higher Education Strategy and Policy conducted by the Ministry of Education, National Education Commission and the University Grants Commission from 8 – 9 June 2006 in Sri Lanka.
			16. Participated at the Workshop on Procurement Management for the University Administrators held in Colombo during March 2004.
			17. Participated in a Workshop on Health and Safety in Laboratories organized by the Faculty of Natural Sciences, Open University of Sri Lanka from 16 – 17 February 2004.
			18. Participated in a Workshop on Contemporary Social Issues in Sri Lanka organized by the Faculty of Arts and Culture of the South Eastern University of Sri Lanka from 15 – 16 September 2003.
			19. Participated in a Two day Workshop on Leadership Excellence and Time Management conducted By the Staff Development Centre of the South Eastern University of Sri Lanka from 27 – 28 January 2003.
			20. Participated in a training program of study in Executive Development for Junior Managers from 21– 31 August 2000 conducted by the National Institute of Business Management (NIBM),
			21. Participated in a Course in Government Tender Procedure conducted by the Institute of Government Accounts and Finance, Ministry of Finance and Planning on 27th October 1999.
			22. Participated in a course in How to Prepare a Corporate plan conducted by the Institute of Government Accounts and Finance, Ministry of Finance and Planning from 25 - 26 October 1999.
			23. Participated in a Technical Workshop in Fisheries Management conducted by the Dept. of Fisheries and Aquatic Resources and UNDP in January 1996.
			24. Participated in a Workshop on Communication Skills for Natural Resources Management organized by the Wild Life Trust and Postgraduate Institute of Agriculture in April 1995.

**Personal Details:**

* Date of Birth : 1967.05.03
* Sex & Marital Status : Male, Married
* Nationality : Sri Lankan
* Languages : English, Tamil, Sinhala