Heshan

Email : heshan.383172@2freemail.com

***Career Objectives***

I am a creative and hardworking individual who has an eye for detail and passionate about of hospitality management. I am eager to learn new things and seeks opportunities to improve myself and to contribute to this field as well as to the organization

***Personal Data***

* Date of birth : November21, 1986
* Place of birth : Matale, Sri Lanka
* Nationality : Sri Lankan
* Marital Status : Married Male
* School Attended : Trinity College, Kandy
* Visa Status : Visit

***Professional Qualification***

Bangalore University - India (2007-2011)

Undergraduateof 3 year Bachelors of Business Management

***Professional and Work Experience***

Worked as a Management Trainee for Vonlan Constructions (Pvt) Ltd. Colombo, Sri Lanka.

(January 2013 - May2014)

Worked as a Purchasing officer for Samurai Constructions (Pvt) Ltd. Colombo, Sri Lanka.

(July 2014 -May 2015)

Worked as a Tour Executive (Inbound) for Bernard Tours (Pvt) Ltd. Colombo, Sri Lanka. (November 2015- June 2018)

Duties and responsibilities

* Preparing Tour itineraries
* Planning, costing and preparing most suitable Tour packages for foreign individual clients and groups -Srilankan Market
* Handling foreign travel agents and clients
* Co-ordinating with necessary hotels, agents, clients, tour guides and chauffers.
* Hotel reservations
* Handling Airport transfers

***Computer literacy***

Have good working knowledge of “MS Office” package applications, for itineraries andrelated documents preparation skills

***Educational Qualification***

G.C.E. Advanced Level (2006)

|  |  |
| --- | --- |
| Subjects | Grade |
| Business Studies | C |
| Economics | S |
| Accounts | S |
| General English | S |

G.C.E. Ordinary Level (2002)

|  |  |  |  |
| --- | --- | --- | --- |
| Subjects | Grade | Subjects | Grade |
| Science |  A | Mathematics | C |
| Buddhism |  A | Geography | C |
| Social Studies |  B | Electronics | C |
| Sinhala |  B | Art | S |
| Social Studies |  B |  |  |

***Extra Curricular Activities***

* President of the Buddhist Society 2001 – 2002
* Member of commerce society

***Interest***

* Traveling
* Sports

I hereby certify that the above mentioned particulars are true and correct to the best of my knowledge.