

# THUSHARA GUNARATHNE



## PERSONAL INFORMATION

Date of Birth: 21/07/1988  
ID No.: 28814414683  
Nationality: Sri Lankan  
Civil Status: Single  
Gender: Male

## CONTACT

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EMAIL:  
[thusharapodi@yahoo.com](mailto:thusharapodi@yahoo.com)  
Address: Doha Qatar

## LANGUAGES:

- ☐ English
- ☐ Sinhala

## AREAS OF EXPERTISE:

- ☐ Sales and Marketing
- ☐ Procurement Management
- ☐ Staff Supervision
- ☐ Operational Management
- ☐ Maintenances
- ☐ Store Management
- ☐ Inventory Control

## OBJECTIVE:

To seek suitable employment relating to my qualifications and experience. And also to use my knowledge and skill to work betterment of the firm whilst develop my career goal is to reach higher position in the field of work and my skill to the best of my knowledge.

- ☐ Responsible for customer care issued/complaints.
- ☐ Provide customer service analysis and recommendations.
- ☐ Involve with regional sales operation/ Supporting to dealer in their sales operations.
- ☐ Recommended and implements procedures.
- ☐ Provide product information and training new staff and dealers as needed.
- ☐ Assist in recommended best practices for our products and service. Preparing monthly report.
- ☐ Identify and resolve customers issues.
- ☐ Follow up on customers inquiries not immediately resolved.

## COURSES

- ☐ BSC Management (Public) General (External) Degree – University of Sri Jayewardenepura. (Reading)  
REG NO. SJ P/ EXP / S /20 500422
- ☐ GCE Advance level (2007) at St. Sylvester's College, Kandy
  - Business Studies
  - Accounts
  - Economics
- ☐ GCE Ordinary level (2004) at St. Sylvester's College, Kandy

## SYSTEM HANDLED

- ☐ ERP System Oracle
- ☐ Outlook
- ☐ MS Office Suite (Word, Excel, PowerPoint)

## EXTRA CURRICULAR ACTIVITIES

- ☐ Member of School Rugby team (Under 17 Rugby team Captain)

## EXTRA ACTIVITIES

- ☐ Member of Rugby Society
- ☐ Active member of Commerce society
- ☐ Active member of Interact Club
- ☐ Active member of Science society
- ☐ Active member of Under 17 Rugby
- ☐ Member of under 13, 15, 17 & 19 Rugby team

## WORK EXPERIENCE

### Stafford Sri Lankan School – Doha, QATAR (2019-Still)

**Designation:** Maintenance Officer

**Department:** Operations Department

#### History of Experience:

- Responsible for quality control and technical support of the reactive repairs services, annual servicing, maintenance works of the Association.
- Carry out a variety of site inspections to support day to day services.
- Progress monitoring and reporting to Operations Manager
- Providing leadership and managing 35 staff
- Supervision with suppliers and contractors
- communicate with contractors and co-workers on progress and issues relating to reactive repairs, maintenance.
- Provide technical support to co-workers, Maintenance and Technical team to improve and develop the organization goals
- organizations Asset Management / Inventory Control
- Purchase of constructional materials
- Maintain of clean, Safety and healthy school environment

### Sha Investment (Pvt) Ltd – Sri lanka (2017 June - 2019)

**Designation:** Showroom Manager

### Seetha Trade Center (Pvt) Ltd – Sri lanka (2014 July – 2017 May)

**Designation:** Sales Executive

### Karbon Technology Holdings (Pvt) Ltd – Sri lanka (2013 – 2014 July)

**Designation:** Showroom Manager

### Sales Enterprises (Pvt) Ltd – Sri lanka (2012 Dec - 2013)

**Designation:** Senior Marketing Executive

### Abans office Automation (Pvt) Ltd – Sri lanka (2008 July- 2012 Nov)

**Designation:** Senior Sales Executive

#### **Declaration**

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

**DATE:** .....

**SIGNATURE:**.....