

## Work Experience

### Freelance Project Consultant

Period : Oct, 2017 - Present

### KPMG Sri Lanka

Period : Sep, 2015 – Oct, 2017  
 Designation: Senior Consultant – IT Advisory

PROJECTS	RESPONSIBILITIES
Project Management for ERP implementation – Insurance company	<ul style="list-style-type: none"> <li>- Project Governance for global SAP rollout</li> <li>- Identifying risks and taking risk mitigation actions</li> <li>- Establishing the Project Management Office and regular monitoring</li> <li>- Assist the resolution of issues pertaining to the project and maintenance of issue logs</li> <li>- Multiple work-stream management for parallel live release</li> <li>- Review the project deliverables to ensure that the required quality is maintained</li> <li>- Contributing to measure, enable and improve IT effectiveness to increase the overall return on IT investment</li> <li>- Consulting on value additions through other KPMG services that would benefit overall project</li> <li>- Interact with the users at client and the vendor and ensure proper communication and completion of tasks</li> <li>- Ensure the project progresses based on the plan and completion within the timelines</li> <li>- Conduct internal and other necessary team meetings to ensure the quality of the Project</li> <li>- Communicating project risks in advance and ensuring risks are mitigated</li> <li>- Assisting users on deliverables need to be submitted for system implementation</li> </ul>
Project Management for ERP implementation – Educational Institution	
Project Management for ERP implementation – Construction company	
Consultancy on International Standard Implementation – Software Development Company	<ul style="list-style-type: none"> <li>- Support the implementations of ISO 20000</li> <li>- Participating and consulting on process documentation</li> <li>- Understanding AS-IS process, identifying gap and advising on best practices in-line with the standard</li> <li>- Guiding the client on continuous service improvement in various business processes</li> </ul>
Consultancy on ERP product training methods – Software Development Company	<ul style="list-style-type: none"> <li>- Research on ERP products and its training of top ERP Global players</li> <li>- Analyzing various methodologies used by the vendor to provide effective training</li> <li>- Providing consultation on best practices</li> </ul>

### EFutures Private Limited

Period : July, 2013 – Aug, 2015  
 Designation: Project Manager

PROJECTS	RESPONSIBILITIES
Logistics and Supply Chain Management System: (Team size: 12 – Co-project managing)	<ul style="list-style-type: none"> <li>- Working on a Supply Chain ERP solution for a client based in USA covering Customer orders, Shipment, Quote, Rates, Pre-Quote, Warehouse, Accounting, Inventory &amp; warehouse, handheld for warehouse, Customer Relationship Management, Customer &amp; Sales Portal.</li> <li>- Complete domain study and thorough understanding of the business process</li> <li>- Requirement gathering, analysis, negotiations &amp; finalizing project/milestone scopes</li> <li>- Contributing and managing preparation of Software Requirement Specification (SRS) documents</li> <li>- Managed team and trained to follow scrum based on user stories</li> <li>- Involved in improving user experience of the system through various testing, user feedback evaluations, competitor software studies and constantly researching on new trends in the industry and technology to improve existing Supply Chain System</li> <li>- Training new team members as a part of on-board processes</li> <li>- Establishing good customer relationship by monitoring and constantly following up the team ensuring that customer needs are met</li> </ul>
Social Media Application for non-profit organization based in Switzerland: (Team size: 4)	<ul style="list-style-type: none"> <li>- Requirement gathering – analysis and collaboration with developers and QA team</li> <li>- Overall responsibility of the project [preparing the WBS, Release management and Team management]</li> <li>- Managed an E-commerce portal for a Retail Business based in Germany</li> <li>- Proposing creative, innovative ideas - concepts by exploring latest trends in E-commerce</li> </ul>
-Commerce application for a Retail Business based in Germany: (Team size: 6)	
Fashion websites: (Team size: 6)	

**Aventure Technologies (Private) Ltd**

Period: Dec, 2012 – Jun, 2013  
 Designation: Ecommerce Executive

PROJECTS	RESPONSIBILITIES
Ecommerce related projects	<ul style="list-style-type: none"> <li>- Identifying potential clients</li> <li>- Research on various Online Businesses</li> <li>- Requirement gathering and preparing Proposals</li> <li>- Recommending solutions to improve client's business through online presence</li> <li>- Online Brand Positioning and Competitor Analysis</li> <li>- Social Media Solutions (Facebook, G+ and Twitter) and managing client projects on Social Media</li> </ul>

**Eureka Technology Partners (Private) Ltd**

Period: January, 2009 - July, 2009  
 Designation: Internal Auditor – IT

PROJECTS	RESPONSIBILITIES
On-going projects	<ul style="list-style-type: none"> <li>- Checking the compliance of ISO-20000, IT service Management</li> <li>- Service delivery processes (Availability Management, Service Continuity Management, Service Level Management, Capacity Management, Information Security Management)</li> <li>- Resolution processes (Incident Management, Problem Management)</li> <li>- Control process (Change Management, Configuration Management)</li> </ul>

**Volunteer Experience**

1. Volunteer at WoW Colombo, Dec 2017 – Exposure to WoW (Women of the World) values, successful women and the societal issues faced by them
2. Volunteer at TEDx Colombo, Sep 2017 - Exposure to the TED (Technology, Education and Design) speeches and organization of the event management
3. Volunteer at International Movement for Community Development (IMCD), Sep 2015 to Mar 2017 - Sponsor Management Team Lead for Project CAD
4. Volunteer at Spiritual Science Research Foundation, Mar 2011 to present – part of translation team for the website and part of social media team
5. Volunteer at St John Ambulance, Jan 2004 to Dec 2008 – Duty Officer

**Tools, Technologies, Skills and Abilities**

Tools and Technologies	Skills and Abilities
<ul style="list-style-type: none"> <li>- Project Management: Microsoft Project, Trello</li> <li>- Version Controlling: SVN</li> <li>- Issue tracking: JIRA, TRAC</li> <li>- Wireframes: Balsamiq, Pencil</li> <li>- CMS: Word-press, Magento</li> <li>- Office applications: Microsoft Word, Power Point, Excel, OneNote, GoogleDocs</li> </ul>	<ul style="list-style-type: none"> <li>- Extreme curiosity to learn new things and ability to learn relatively fast</li> <li>- Passion and commitment in work</li> <li>- Strong analytical skills and detail oriented</li> <li>- Empathetic, understanding and assisting team members</li> <li>- Taking accountability for shared goals</li> <li>- Customer relationship management and negotiation skills</li> </ul>

**Academic Qualifications**

- **BSc (Hons) in Business Management, University of Wales (UK)** (Second class upper division) – October, 2012
  - o Final year dissertation:  
*'Innovative culture and Employee Performance in Sri Lankan Software development companies'*  
 Learnt the culture and people management in different IT companies in Sri Lanka and was able to get a good understanding on engagement of employees with relation to innovation in today's competitive environment.

**Non-related Referees**

<b>Chathura Payagala</b> Chief Technical Officer Efutures (Pvt) Ltd +94 773 907803	<b>Dumidu Rajapaksha</b> Threat Manager Pearson Lanka (Pvt) Ltd +94 772 014232
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I hereby certify that the above particulars are true and correct to the best of my knowledge.

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 Methuna Srikantharajah

08.04.2018  
 Date