

CHANDIMA ATULUGAMAGE

D.O.B: 27th October 1987

Marital Status: Married

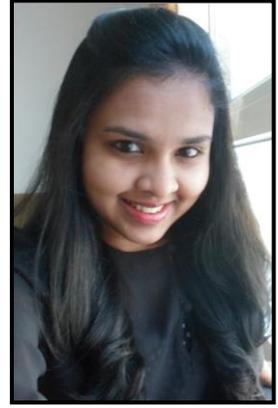
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Email: chandima.atulugamage@yahoo.com

School Attended: Visakha Vidyalaya, Colombo 7

**Academic Profile**

Bachelor of Commerce 2011
(University of Canberra, Australia)

Majors: Marketing
Managing Human Resources

Diploma of Business 2009
(University of Canberra College, Australia)

G.C.E Advanced Level Examination 2007
Logic A
Business studies B
Economics C
General English B

G.C.E Ordinary Level Examination 2003
English A
Social studies A
Buddhism A
Dancing A
Japanese language A
Science B
Commerce B
Sinhala B
Mathematics C

Other Educational Qualifications

- Successfully completed Preliminary Course in Human Resource Management 2007 - Institute of Personal Management (IPM), Sri Lanka
- Successfully completed the Certificate Course in Marketing Management 2006 at the National Institute of Business Management (NIBM), Sri Lanka
- Successfully completed the Certificate Course in Computer Science 2006 at the National Institute of Business Management (NIBM), Sri Lanka

Work Profile

Tele-sales Executive- Dusit Thani Hotel Abu Dhabi (February 2015 - April 2015)

Responsibilities included:

- Identify opportunities, produce leads and schedule appointments for sales force with the emphasis on high quality leads.
- Convert enquiries into sales by answering inbound telephone calls.
- Influence customers to buy the product by following a prepared script to give product reference information.
- Contributes to team effort to accomplish related sales results as needed.

Project Assistant - The Business Year: Abu Dhabi: Partnership with Department of Economic Development (June 2014 - September 2014)

Responsibilities included:

- Assisting a team of journalist and economist to produce Abu Dhabi based business report which is to be published world-wide as a specific highlight for Abu Dhabi, UAE.
- Organizing and arranging meetings for interviews
- Assisting in business research
- Office management and administration
- Compiles and maintain daily agenda/charts/ reports and call sheets

Executive Export Development - Nature's Beauty Creations Ltd - Sri Lanka (July 2012 - March 2014)

Responsibilities included:

- Maintain professional relationships with all customers and distributors and ensure satisfaction of consumers with all company products and services.
- Identify new business opportunities to expand export business.
- Management of supplies, orders and payments.
- Updating and reporting export sales
- Keep regular communications and relationship among overseas buyers.
- Analysing the trends of the customers and developing sales plans and strategies to meet their needs.

Followed an Internship at Hilton Colombo, Sri Lanka (November 2011 – May 2012) attached to the Human Resources Department.

Responsibilities included:

- Take responsibility for the day to day administration of the department.
- Respond to general HR enquiries from both internal and external customers, referring queries where necessary to the appropriate member of the team.
- Supporting the Assistant HR Manager in the administration process for recruitment and selection.
- Assist with the smooth induction of new staff.

Checkout Operator – Woolworths-BIGW Canberra, Australia (August 2008 – August 2011)

Responsibilities included:

- Creating an environment that engages customer to begin their shopping experience.
- Conduct all point of sale functions accurately and according to procedure.
- Handle cash accurately and securely.
- Handle customer enquiries.
- Process parcel pickups and home delivery.

None related referees

Mrs. Achala Soyza
Director of Human Resources
Hilton Colombo
No 2, Sir Chittampalam A Gardiner Mawatha, Colombo 02, Sri Lanka.
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Mob: +94 777712330
Email: Achala.Soyza@hilton.com

Mr. Samantha Kumarasinghe
Chairman/Managing Director
Nature's Beauty Creation Ltd
64/3, Kindelpitiya, Puswelhena
Millewa, Horana, Sri Lanka
Tel: +94342261100
Mob:+94777320247

I hereby confirm that the above-furnished details are true and accurate to the best of my knowledge.

Chandima Atulugamage

03rd October 2018