

W.D.K.LAKSHITHA JAYATHUNGA  
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## PERSONAL DETAILS

Name in full	Wallmilage Don Kasun Lakshitha Jayathunga
Date of Birth	24 <sup>th</sup> November 1985
Gender	Male
Civil Status	Married
Nationality	Sri Lankan
NIC No	853293717V
School Attended	St'Anthony's National Collage – Wattala

## WORKING EXPERIENCE

01.Center Manager – Skills College Of Technology (City & Guilds) April 2016- June 2017	
Skills College Of Technology No-68,Dharmapala Mawatha, Matara.	
Duties & Responsibilities	
<ul style="list-style-type: none"> <li>• Arranging Academic programs (City &amp; Guilds) with Academic coordinators of particular programs</li> <li>• Monitoring Student's Feedbacks of programs</li> <li>• Work directly with Marketing team and Senior Managers of Head Office to identify key issues within the branch to ensure smooth operation of Class sessions and arrange technical assistants according to the priority</li> <li>• Monitoring quality standards of class rooms and takes necessary measures by coordinating head office</li> <li>• Ultimate responsibility of branch revenue and take necessary actions.</li> <li>• Coordinate with technical colleges of the area for necessary events while maintaining good relationship with principals and students regarding academic programs</li> <li>• Confirm safe academic area and class sessions in line with collage's Quality and Safety Policy</li> <li>• Organize workshops with Technical Colleges, School seminars and other marketing events locally.</li> </ul>	

<b>02.Executive – Class Management</b>	<b>January 2012-June 2015</b>
American Education Center Ltd. (ANC) No308-310, R.A. De Mel Mawatha Colombo 03	
<b>Duties &amp; Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Preparing Semester Course Schedules (US Program-JFK University / Monash University-Australia) with Academic Heads of particular programs</li> <li>• Monitoring Student's Attendance Records</li> <li>• Work directly with AGM and Senior Managers of other departments to identify key issues within college to ensure smooth operation of Class sessions and arrange practical assistants according to the priority</li> <li>• Monitoring quality standards of class rooms and takes necessary measures by coordinating Quality Department</li> <li>• Ultimate responsibility of Lecturer Evaluation System and final Summary Reports and present to the Exco</li> <li>• Coordinate with Student Affair Office for necessary events while maintaining good relationship with students, regarding academic programs</li> <li>• Ensure safe academic area and class sessions in line with collage's Quality and Safety Policy</li> <li>• Preparing lecturer's contracts &amp; Participate for Exams Invigilation when necessary and organize Collage field trips</li> </ul>	

<b>03.Branch Coordinator</b>	<b>April 2011-December 2011</b>
ESOFT Computer Studies (Pvt) Ltd No. 29, Old Negombo Road, Wattala	
<b>Duties &amp; Responsibilities</b>	
<ul style="list-style-type: none"> <li>• Ultimate responsibility of overall functions of the branch and update General Manager when necessary</li> <li>• Monitor branch Income flow, branch inventory &amp; marketing arrangements for branch products</li> <li>• Coordinate programs for Project Management, Software Engineering, Quality Assurance, and Networking Subjects for HND classes &amp; Diploma level, Conducting Business Management Lectures in Diploma Level</li> </ul>	

## PROFESIONAL & LANGUAGE QUALIFICATIONS

<b>Member of British Computer Society (MBCS)</b>	<b>2009</b>
<b>Microsoft Certified Professional (MCP)</b>	<b>2008</b>
<b>Diploma In Network Administration (DINA)</b>	<b>2012</b>
<b>IELTS (Overall 7.0 band score)</b>	<b>2016</b>

## EDUCATIONAL QULAIFICATIONS

G.C.E (O/L) Examination-passed the G.C.E (O/L) Examination in 2001and obtained following results

Maths	A
Agriculture	A
Science	B
Geo-Graphy	B
English	C
Buddhism	B
Sinhala	B
Social studies	B
Drama	B
Development studies	B

B.Sc(Hons)2 <sup>nd</sup> Class(Business Information Technology) –University of Greenwich (United Kingdom)		
Qualification	Subjects	Year
3 <sup>rd</sup> & Final Year	Project Management	2009
	Information Systems Engineering	
	E-Commerce	
	Rapid Application Methods	
	Information Systems Management	
	Final year project	
2 <sup>nd</sup> Year B.Sc(Hons) Business Information Technology		
Qualification	Subjects	Year
International Advanced Diploma In Computer Studies (IADCS)	Business Systems Analysis	2008
	Data Base Designing	
	Practical Project Management	
	Business Management	
	Internet systems Administration	
	Enterprise Networking	
	Business systems Designing	
	Internet Security	
1 <sup>st</sup> Year B.Sc(Hons) Business Information Technology		
Qualification	Subjects	Year
International Diploma In Computer Studies (IDCS)	Business Organization	2007
	Business Communication	
	A+(PC Support Technician)	
	Networking	
	Computer Technology	
	Programming Methods	
	VB.net	
	System Development	

<b>Qualification</b>	<b>Subjects</b>	<b>Year</b>
<b>Diploma In Computer Studies (DICS)</b>	Business Organization	<b>2002</b>
	Business Communication	
	A+(PC Support Technician)	
	Networking	
	Computer Technology	
	Programming Methods	
	VB.net	
	System Development	

## CAREER ACHIVEMENTS

- Core Member of Best Department (Student's Vote) –ANC Awards Night 2014
- Core Member of Best Department (Student's Vote) –ANC Awards Night 2013

## REFREES

**01. Mr.Manjeera Karunaratne**

Lecturer –American Education Center (Pvt) Ltd

M.Sc in Industrial Mathematics, 2004, Technische Universität, Kaiserslautern, Germany

B.Sc in Physical Science, First Class, 1998, University of Kelaniya, Kalaniya, Sri Lanka.

No. 157, Moragoda, Gampaha, Sri Lanka

E-mail: [manjeera72@yahoo.de](mailto:manjeera72@yahoo.de)

Mobile: +94716849527

**02. Mr.ChathuraLiyanage**

B.B.Mgt(Acc)Sp(Kel),ACMA(UK),ACMA(SL),PMP,MBA(Colombo)

Head of Programs– (Northwood University/US Transfer )

American Education Center (Pvt) Ltd

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**I hereby certify that the above information given by me is true and accurate to the best of my knowledge.**

W.D.K.Lakshitha Jayathunga  
(22/02/2018)