



HASALA RAJAPAKSHA

PROFILE

Seeking to secure a responsible career opportunity to fully utilize my skills, knowledge, passion & experience to make an impact & contribute to the success of the company/organization

EXPERIENCE

QUALITY/ASSEMBLY DEPARTMENT HEAD, INTERMASS GLOBAL (PVT) LTD, SRI LANKA

MARCH 2021 – NOVEMBER 2021

Experience: staff recruitment, quality inspection of brass material, raw material, quality inspection of production, quality inspection of assembled goods, supervising the assembly staff, looking over the overall quality maintenance of the factory/company, coordinating directly with the managing director, sales department, finance department

BUSINESS DEVELOPMENT MANAGER, POWER HANDS PLANTATION (PVT) LTD, SRI LANKA

DECEMBER 2020 – MARCH 2021

Experience: staff recruitment, team leading, client network building, developing marketing strategies, customer handling, building PR-skills.

OPERATIONS EXECUTIVE/ SENIOR STUDENT COUNSELOR, EXPERT EDUCATION AND VISA SERVICES, SRI LANKA

JUNE 2019 – MARCH 2020

Experience: Consulting clients, customer handling, marketing, event organizing, checking overall work of the staff, supervising, team leading.

ASSISTANT EVENTS MANAGER, SWEETHINGS (PVT) LTD, SRI LANKA

MARCH 2018 – MAY 2019

Experience: Managing events, managing accounts and finances, managing legal matters, marketing, customer handling.

EDUCATION

DIPLOMA IN AIRLINE AND AIRPORT MANAGEMENT, ASPIRE COLLEGE OF HIGHER EDUCATION, SRI LANKA

MARCH 2018 – MAY 2019

CONTACT

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Passport Number: N3244042

Visa status: Visitor visa

LinkedIn:

<https://www.linkedin.com/in/hasala-rajakpaksha-193210143/>

SKILLS

KEY SKILLS

- Team Leading
- Supervising
- Critical Thinking
- Managing Legal Matters
- Managing Inventory
- Excellent PR Skills/Customer Handling
- Excellent communication/presentation skills
- Excellent coordinating skills

OTHER SKILLS

- Language Proficiency:
 - ◆ English: Reading, Writing, Speaking
 - ◆ Sinhala: Reading, Speaking
 - ◆ Hindi: Speaking
- Chinese: Beginner Level skills
- Proficiency in handling MS Office package software applications
- Proficiency in documenting (Writing reports and presentations)

ACTIVITIES

- Member of Senior Swimming Team
- Member of Senior Basketball Team
- Member of Senior Cricket Team
- Member of Senior Scouts of Regent International College
- Member of the Senior Brass Band

CERTIFICATION: CHINESE PROFICIENCY, HSK (LEVEL 1): CONFUCIUS INSTITUTE HEADQUARTERS, HANBAN), OPEN UNIVERSITY OF KELANIYA, SRI LANKA

OCTOBER 2016 – MARCH 2017

I.G.C.S.E ORDINARY LEVELS, REGENT INTERNATIONAL COLLEGE, SRI LANKA

JUNE 2016

ACHIEVEMENTS

- Completed Life Saving CPR
- International Life Saving and basic rescue courses representing the “Biyagama Lifesaving Club” held by the National Body for Life Saving and Water Safety.
- Former Western Senior Band leader
- Bing Swimming Championship in Thailand 2012 - 2nd place
- The Sri Lanka Festival for The Performing Arts 2011 – Certificate of Merit In Public Speaking
- Swimming Achievement Award at the College Annual Grading Test – Platinum (Level 5).

REFERENCES

Mr. Venura A De Silva
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