

# Udantha Nawarathna

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**Personal Email:** [udanthanawarathna@gmail.com](mailto:udanthanawarathna@gmail.com)

**Date of Birth:** 16<sup>th</sup> March 1997

**Sex:** Male

**Nationality:** Sri Lankan

**Passport number:** N3464500



## PERSONAL PROFILE

To obtain employment in a dynamic environment which enables me to serve the organization, accomplish the assigned duties to their entirety, gain valuable experience, meet people, gather new skills while enhancing my existing competencies and spurring myself towards rapid career development while becoming an indispensable resource in the industry.

## PROFESSIONAL EXPERIENCE

### **Produktiv Limited** **(London, United Kingdom) – Based in Sri Lanka**

**Position:** Business Development Executive

**Period:** November 2020 – Present

- Build contacts with potential clients to create new business opportunities
- Support in writing new business proposals
- Maintain knowledge of all product and service offerings of the company
- Pitching products and/or services
- Maintaining fruitful relationships with existing customers

### **Travel Center UK** **(Colombo, Sri Lanka)**

**Position:** Travel Consultant

**Period:** June 2019 – June 2020

- Determining clients' needs and suggesting suitable travel packages
- Supplying travellers with pertinent information and useful travel/holiday materials
- Reach the revenue and profit targets
- Attend conferences to maintain familiarity with tourism trends
- Use promotional techniques and prepare promotional materials to sell itinerary tour packages
- Research various destinations and means of travel regarding prices, customs, weather conditions, reviews etc

**Askalu Consulting  
(Colombo, Sri Lanka)**

**Position:** Account Manager

**Period:** August 2018 – May 2019

- Developing pricing strategies, including building rates for rooms, packages and determining discounts and specialty rates
- Forecasting pricing and revenue based on booking patterns, demand, and market trends
- Evaluating trends in the economy and hospitality industry
- Understanding inventory management processes
- Distribution Channel Analysis / Channel Management

**The Elephant Corridor  
(Sigiriya, Sri Lanka)**

**Position:** Sales and Marketing Executive

**Period:** August 2017 – August 2018

- Handle all client enquiries, orders, and follow-up from end to end in a timely manner ensuring customer satisfaction
- Conducting research and analysing data to identify and define audiences
- Maintaining websites and looking at data analytics
- Prepare sales confirmations and tax invoices according to established procedures and standards
- Meet potential travel agents and come up with new business opportunities

**Galle Face Hotel  
(Colombo, Sri Lanka)**

**Position:** Sales& Catering Coordinator

**Period:** September 2016 – March 2017

- Catering sales through establishing client relationship and rapport with existing and new clientele base
- Generating new corporate clients through cold calls, meeting customers on site and delivering presentations to existing and prospective customers
- Explains products and services to existing/potential customers and assists them in selecting those best suited to their needs
- Develops clear and effective written proposals/quotations for current and prospective customers as required
- Prepare sales confirmations and tax invoices according to established procedures and standard

## EDUCATION / DEVELOPMENT

- Gateway College, Colombo

International General Certificate of Education (Ordinary Level) passed -2014

## PROFESSIONAL QUALIFICATIONS

- Currently engaged in the Graduate Diploma in Management programme at Business Management School Colombo, (to be graduated in May 2021)
- Advance Diploma in Hospitality and Tourism Management School D Hospitality, (SDH) Singapore
- Diploma in Hospitality and Tourism Management School D Hospitality (SDH) Singapore

## EXTRA-CURRICULAR ACTIVITIES

- Represented Sri Lanka at Asian Youth Games 2013 held in Nanjing, China
- Represented Sri Lanka at Youth Olympic Trials 2014 held in Bangkok, Thailand
- Member of the National Athletics Squad in 2012,2013 and 2014

## NAMES OF NON-RELATED REFEREES

Mr Dexter Batcho  
Associate Account Manager  
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I hereby certify that all the particulars given above are true and accurate to the best of my knowledge.