



VIRAJ VIMUKTHI RAJAPAKSHA

MARKETING EXECUTIVE & ASSISTANT FINANCIAL ADVISOR

ABOUT ME

I am dedicated, Organized and methodical individual. I have good interpersonal skills, am an excellent team worker and develop new skills. I am reliable and dependable and often seek new responsibilities with a wide range of employment areas. I have an active and dynamic approach to work and getting things done. I am determined and decisive. I identify and develop opportunities.

CONTACT

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SKILLS

- + 6+ years working experience Marketing, Financial advising, Accounting, Store Assisting & Quantity checking
- + Social Media Marketing & Strategy Marketing Technic
- + Data processing & Documentation Analysis knowledge
- + Have knowledge in MYOB,MS Office,MS Excel,MS Word
- + Team Managing & Excellent Leadership Skills
- + Communication
- + Self- Motivation & Decision Making
- + Ability to work Under pressure
- + Quick learner and passionate for challenge

ACHIEVEMENTS

- 🏆 **2019/20 Second,Third quarter Top Sales Performer**
- 🏆 **2018 Sales Fast starter Award**
- 🏆 **2018 Second quarter Top Sales Perfomer**

LANGUAGES

- English ★★★★★
- Sinhala ★★★★★

PROFESSIONAL EXPERIENCE

- **2018 - 2021**
Sadharitha Plantation Limited - Sri Lanka
Marketing Executive & Ass. Financial Advisor
 - Developing and sustaining long-lasting relationship with customers.
 - Screening, Recruiting and Training new sales employees
 - Calling potential customers to explain company products and encourage departments as needed
 - Answering customers questions and escalating complex issues to the relevant departments as needed.
 - Maintaining and accurate record of sales, scheduled customers appointment and customer complaints.
 - Preparing cost-benefit analyses for prospective and existing customers to determine the most suitable purchase options.
- **2017**
MAS Holdings - Sri Lanka
Account Executive

At both company's helped to increase work efficiency by maintains 100% accuracy of the company reports during working time.

 - Uploading payment details and File Management and maintain.
 - Documentary Settlement and Maintain.
- **2016 - 2017**
V V Karunaratne & company - Sri Lanka
Account Assistant
 - Entering data to MYOB Accounting system.
 - Preparation VAT schedule and Staff Salary.
 - Uploading payment details and File Management and maintain.
 - Documentary Settlement and Maintain.
- **2014**
Expolanka Freight EFL - Sri Lanka
Store Assistant & Quantity Checker

Checking & Storing incoming goods. Checking & inspecting goods received and ensuring they are of accurate quantity, type & also acceptable quality.

 - Accurately updating all data into computer systems.

AWARD & HONOURS

-  Deputy Head Prefect of School
-  Colours Award of Zonal Foot Ball (2014)
-  Foot Ball Team Captain(2011)
- Best team Leader Award Scout Association (2010)
-  Best Organizer of School Media Unit(2012)

EDUCATION

● 2015

General Certificate of Education(GCE)Advanced Level Commerce

Sri Dharmaloka Collage, - Sri Lanka

- Accounting :- Distinction pass (A)
- General Information Technology(GIT) :- Distinction pass(A)
- Business studies & Economics :- 2 Ordinary passes.

● 2011

General Certificate of Education(GCE)Ordinary Level

Sri Dharmaloka Collage, - Sri Lanka

- Two Distinction passes
- Five Credit passes
- Two Ordinary passes

PROFESSIONAL QUALIFICATION

● 2019 - 2020

Professional Certificate of Marketing

Sri Lanka Institute of Marketing(SLIM)

● 2016 - 2017

Professional Training of Object Oriented Programming(OOP)

JAVA Institute for Advanced Technology Sri Lanka

● 2015

Certificate Level of English Language

English Council, - Sri Lanka

● 2012

Under 19 Junior Life saving(Swimming)

Life Saving Associate of Sri Lanka

● 2011 - 2012

Certificate Level of Computer Science

3D Mind Institute, - Sri Lanka