



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.

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.

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 Performer**

LANGUAGES

English ★★★★★
Sinhala ★★★★★

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