



MITHILA CHATHURAN

Business Development Associate

☎ 0561866274

✉ mck2000ella@gmail.com

📍 Umm Al Quwain, UAE

Date of Birth- 2000/06/07

Nationality - Sri Lanka

SKILLS

- Sales and Negotiation
- Market Research
- Relationship Building
- Strategic Thinking
- Project Management
- Data Analysis
- CRM Software
- Marketing Tools
- Team Collaboration
- Problem-Solving
- Adaptability
- Microsoft Office
- Microsoft Excel
- Microsoft Powerpoint

LANGUAGES

ENGLISH
FLUENT

SINHALA
NATIVE

HINDI
PROFICIENT IN UNDERSTANDING

TAMIL
PROFICIENT IN UNDERSTANDING

ABOUT ME

Dynamic and results-oriented professional with 2 years of experience as a Business Development Associate and 6 months as an Accounting Assistant. Proven track record in generating leads, building client relationships, and driving business growth through strategic sales initiatives. Adept at analyzing market trends, preparing compelling proposals, and negotiating contracts to achieve business objectives. Strong organizational and analytical skills with a solid understanding of financial processes and reporting. Highly motivated to leverage my diverse skill set and experience

WORK EXPERIENCE

Business Development Associate

AD AUTO ENTERPRISES | Colombo, Sri Lanka

2022 - 2024

- Identify and research potential clients and business opportunities through various channels, including online research, networking events, and industry contacts.
- Initiate contact with prospective clients via cold calls, emails, and social media to establish and nurture relationships.
- Analyze market trends and competitor activities to identify new business opportunities and potential threats.
- Assist in developing and implementing sales strategies and campaigns to drive business growth.
- Prepare and present business proposals, including pricing and contract terms, to prospective clients.
- Build and maintain strong relationships with existing clients and partners to ensure continued business and referrals.
- Work closely with the sales, marketing, and product teams to align business development efforts with overall company goals.

Trainee Accounts Assistant

2022 - 2022

VG PRINTERS (PVT) LTD | Colombo, Sri Lanka

- Assist in maintaining accurate financial records and documentation, including data entry and updating ledgers.
- Help with the preparation, verification, and processing of invoices and expense reports.
- Support the reconciliation of bank statements, accounts payable, and accounts receivable to ensure accuracy.
- Aid in the preparation of financial reports, statements, and summaries for internal use and external audits.
- Input financial data into accounting software and spreadsheets with attention to detail and accuracy.
- Provide general administrative support to the accounting department, including filing, copying, and handling correspondence.

Reference

Mr. Jijo Johnson
Duty Manager
Etisalat by e&
0563254364
jijjohnson@eand.com

Mr. Dilantha Niroshan
Business Owner
DXB Laptops
0525920963
dadikari10@gmail.com

EDUCATION

- **IELTS ACADEMIC - OVERALL BAND SCORE OF 6.0**
- **BA (HONS) MANAGEMENT AND LEADERSHIP - SECOND UPPER HONOURS**
Coventry University UK - National Institute of Business Management
- **HIGHER NATIONAL DIPLOMA IN BUSINESS MANAGEMENT**
National Institute of Business Management
Nov 2020 - March 2022
- **ADVANCED DIPLOMA IN BUSINESS MANAGEMENT**
National Institute of Business Management
Oct 2019 - Nov 2020
- **CERTIFICATE COURSE IN BUSINESS MANAGEMENT**
National Institute of Business Management
- **G.C.E. Advanced Level in Commerce**
St. John's College, Nugegoda
2019
- **G.C.E. Ordinary Level in Commerce**
St. John's College, Nugegoda
2016