



Project Manager cum Coordinator – Holder of Higher Diploma in Computer Science and Certification in Retail with more than 10 years working experience in IT, Retail and Cooperate sales with strong background in project management and customer relations.

R T SAHINDU FERNANDO

Date of Birth:

24-09-1992

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Skill Highlights

- Information Technology 90+
- Project management 90+
- Strong decision maker 90+
- Complex problem solver 90+
- Creative graphic design 80+
- Coordination 90+
- Service-focused 100

Languages

English	Read/Write/Speak
Sinhala	Read/Write/Speak
Hindi	Could Understand

Experience

Senior Project Manager cum Quality Controller

Onimta Information Technology (Pvt) Ltd

07/2020 to Present

- Analysing, aligning and documenting new and existing customer's requirements and coordinate with the internal departments.
- Doing Research and Gather current trends, patterns and planning developments for the current softwares.
- Coordinating day today job requirements, bug reporting and system guidance requirements of customers and coordinate them with the relevant departments.
- Following up estimates and coordinate jobs and ensuring to completing the tasks withing the time line.
- Checking and experiencing the new products and developments prior releasing to the customers and coordinating bug fixing and modifications if needed.

Senior Executive IT and Operations (Consultant Basic)

Bandara and Sons Sport Company

08/2019 to 04/2020

- Re Organizing and arranging Store operations and maintaining Management Information System.
- Guiding and monitoring system and its users and diagnose and troubleshooting Company IT equipment and infrastructure.
- Coordination with International Suppliers on the software and IT related quarries of the GYM equipment and coordinate them with the team.
- Controlling the IT Based Inventory of the company.

Senior Computer Technician

Ceylon Business Appliances Sri Lanka

01/2017 to 07/2019

- Handling All type of IT Related Breakdowns, warranty issues and coordinating sales. Attending to the Tenders, demonstrations and sales meetings with Sales Manager behalf of the technical team.

Activities Interest

- **Whilst at Price of Wales College.**
 - ✓ Member of Environmental guide.
 - ✓ Member of School Judo Team.
 - ✓ Member of IT Club. (Software Team Leader).
- **Whilst at Sudharshana Dharma School.**
 - ✓ Member of Prefect Guild.
 - ✓ Member of Speech Club.

Experience

11/2015 to 11/2016

IT Administrator

Bandara and Sons Sport Company

- Implementing the Inventory and Point of Sales system to the warehouse and all showroom locations (Guidance/ Training/ Coordination with the Software Partner).
- Guiding and monitoring system and its users and diagnose and troubleshooting Company IT equipment and infrastructure.
- Coordination with International Suppliers on the software and IT related quarries of the GYM equipment and coordinate them with the team.
- Controlling the IT Based Inventory of the company.

2013 to 2015

Retail Cashier

Choithrams Super Market – Dubai UAE

- Handling Cash float around 8000 USD as a Cashier per day.
- Basic Retail Operation including handling a Novelty Section of the Super Market.
- Taking Customer Orders via phone and Gathering products and make them ready for the delivery.
- Assisting Managers, PRO for the daily operations when needed.

2012 to 2013

Management Assistant

Onimta Information Technology (Pvt) Ltd

- Banking, Petty Cash Handling and other Management Assistance.
- Customer Coordination and Supplier Coordination on Sales and Purchasing.
- Customer Training on Software and products.

Professional Education

Certificate: Retail Management-

2013

North Shore College of Business and Technology SL and Choithrams UAE.

Higher Diploma: Computer Science / Management-

2010/2011

Infortec International Asia Campus SL.

Academic Education

GCE Advance Level 2011' - Prince of Wales College SL
English-A, Economics-S, Business Studies-S.

GCE Ordinary Level 2008' - Prince of Wales College SL

Religion-A, English-A, Sinhala-B, BS and Accounting-B, ICT-B, Mathematics-S, Science-C, History-C, Art-C.

Educational Qualification in Detail

Higher Diploma: Computer Science / Management-
Infortec International Asia Campus SL.

2010/2011

Semester 01. (Core Module on Computer Basic)

- PC Operating System
- Office Automation
- Database Management System
- Internal Technology and Networking
- Web Application Design
- Hardware Engineering
- Web Project (Personal Web)

Semester 02 (Management Special)

- Finance
- IT Service Management
- IT project Management
- Human Resource Management
- E-Commerce
- Documentation (Using PM)

Certificate: Retail Management-

2013

North Shore College of Business and Technology SL and Choithrams UAE.

- Basic Retail Operations.
- Stacking and Inventory Control.
- Cashiering and Cash Handling.
- Order Taking and Delivery planning.
- Customer Service and Situation handling.

Non-Related Referees

P.G. Jayasinghe
Additional Secretary (Admin & Finance)
Ministry of High Education.
No 18,
Ward Place,
Colombo 07.
0094714486606 (Mobile)

J.M. Gayani Kosala.
Court Clark
Magistrate Court.
Kesbewa.
0112703618 (Office)

I hereby certify that the particulars given above are true and accurate to the best of my knowledge.

R T Sahindu Fernando