



SAVINDI RATHNAYAKA

SENIOR PROJECT COORDINATOR

Profile

Hardworking Senior Project Coordinator highly effective at contributing to project success with exceptional knowledge of business requirements and project handling. An accomplished Project Coordinator IT industry in specializing in Project Management Methodologies with extensive experience in the full life cycle of the software management process including Requirement gathering, Project management, Client/Customer communications, Error Handling etc. Well presented with good communication skills and having a commercial approach to solving problems.

Experience

- **2017 - Present** **hSenid Business Solutions Senior Project Coordinator**
 - Maintaining and monitoring project plans, project schedules, work hours, budgets and expenditures.
 - Handled risk management and change management duties on projects with active liability concerns.
 - Documenting and following up on important actions and decisions from meetings.
 - Facilitated communication between departments to enhance project success.
 - Coordinated with finance department to ensure timely billing for milestone events during project development.
 - Preparing necessary presentation materials for meetings
 - Gathered requirements for ongoing projects and organized details for management use.
 - Ensuring project deadlines are met.
 - Determining project changes
 - Create a project management calendar for fulfilling each goal and objective
- **2015 - 2017** **hSenid Business Solutions Project Coordinator**

Description of the job, position and responsibilities.

Skills

- ✓ **Schedule management**
- ✓ **Team-management skills.**
- ✓ **Communication Skills**
- ✓ **Efficiency**
- ✓ **Leadership skills.**
- ✓ **Vendor Management**
- ✓ **Risk-management skills**

Contact

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● 2013 - 2015

**hSenid Business Solutions
Trainee Project Coordinator**

Description of the job, position and responsibilities.

Education

● 2015

**Bachelor of Science in Management
Information Systems (Special Degree)**

National School Of Business Management
1st class honors (3.7 GPA)

● 2010

GCE Advanced Level Examination in 2010

Sujatha Vldyalaya - Matara
Chemistry -C
Physics -S
Biology -S