

## contact details

Address 26/2,  
Temple Road,  
Moratumulla,  
Moratuwa,  
Sri Lanka

Telephone +94 777 599762

Email [annsandaruwani@gmail.com](mailto:annsandaruwani@gmail.com)



## personal information

Name Manikku Badathuruge Don Dias Ann Sandaruwani

Date of Birth 24<sup>th</sup> May 1991

Gender Female

School Our Lady of Victories Convent - Moratuwa

Passport No N2778071

N.I.C No 916451431V

## career objective

I'm in search of a fresh start, a new carrier where I can make it my passion and interest.

## education

- Passed **GCE Ordinary Level & Advance Level (English with Distinction pass)** @ Our Lady of Victories Convent, Moratuwa.
- Currently Studying **Edexcel Higher National Diploma** in Management covering Human Resource, Business development, Marketing Management at **American College of Higher Education**.
- Has Successfully Completed a **Diploma in Marketing Management** at **Aquinas University College, Colombo**.
- Has Successfully Completed a **Diploma in Computer Science** at **Gateway Institute, Panadura**.
- Has Successfully Completed a **Diploma in Airline Fares / E Ticketing, GDS, Reservations, Marketing, Cargo & Airport Operations (Travel & Tourism) Covering the Principles and Practices for Selling International Air Travel** at **International Air Line Ticketing Academy, Colombo 4**.

## professional experience

---

(7)

- **Name of the Company** : Elephant Stables Group of Hotels
- **Duration** : March 2019 – Nov 2019
- **Position Held** : Manager sales & Marketing
- **Location** : Nawala Sri Lanka

- Elephant Stables is one of Sri Lankas premier small luxury Hotel chains with 6 properties at Kandy,Dambulla,Weligama,Wilpattu,, Bandarawela & Gampha

- **Job Responsibilities**

- Marketing & Selling the product to the local DMC's in Sri Lanka
- Micro Manage OTA Sales and Marketing platforms for Respective properties
- Preparing Merchant Agreements & Presentations
- Administer Hotel reservations using Boost reservation system
- Formulate Effective Marketing and promotional strategies for hotels

(6)

- **Name of the Company** : Gem Arcade
- **Duration** : Jan 2018 – March 2019
- **Position Held** : Assistant Manager (Corporate Sales)
- **Location** : Colombo 3, Sri Lanka

- Gem Arcade is a luxury jewelry mall which caters to high-end clients with finest gems, fashion jewelry & watches. Gem Arcade is the one-stop solution for any enthusiast who wants to select from wide variety of luxury jewelry.

- **Job Responsibilities:**

- Marketing & Selling the product to the local DMC's in Sri Lanka
- Assisting to oversee the operation at the Branch
- Preparing Merchant Agreements & Presentations
- Assisting with the promotional events.

(5)

- **Name of the Company** : Silan Travels
- **Duration** : Oct 2015 – Dec 2017
- **Position Held** : Assistant Manager (Inbound)
- **Location** : Colombo, Sri Lanka

- Silan Travels is an entity which takes care of any inbound travel & tour requirement of its esteemed clients at global level designing tailor made tour packages. Since inception in year 2014, Silan Travels has been galloping into a new geographic arena with a team vastly experienced in every aspect and making upmost effort to make the best deal available to its clients.

- **Job Responsibilities:**

- Travel Consulting & Reservations Planning, Arranging & Selling Tour Packages
- Overseeing the Inbound Tour & Reservation Departments
- Corresponding with prospective and existing agents.
- Heading the promotional events.

(4)

- **Name of the Company** : M Travels
- **Duration** : May 2015 – Oct 2015
- **Position Held** : Senior Tour Executive (Inbound)
- **Location** : #25 Deal Place, Colombo.

- M Travels is a fully owned subsidiary of the Mutual Holdings group and offers Inbound, Outbound and Ticketing services. The head office of the Company is located at 25, Deal Place, Colombo 03 and is managed by a highly experienced Board of Directors and a young team of professionals. The Company offers standard packages as well as tailor made packages for both Inbound and Outbound tourists.

- **Job Responsibilities:**

- Travel Consulting & Reservations Planning, Arranging & Selling Tour Packages
- Developing and Coaching team members.

(3)

- **Name of the Company** : Olanka Travels
- **Duration** : OCT 2013 – APR 2015
- **Position Held** : Senior Tour Executive (Inbound)
- **Location** : #87 Dutugamunu Street, Kalubovila Dehiwala, Sri Lanka

- Olanka Travels is a Destination Management Company (Handling Agent) who caters for inbound tours to Sri Lanka. We are a B2B wholesaler for Sri Lanka tour programs such as FIT, GIT, Set Departure Programs, Tailor Made Tours, MICE and corporate tours.

- **Job Responsibilities:**

- Handling B2B & B2C inquiries.
- Corresponding with prospective and existing agents.
- Helping with promotional events.
- Working on the queries, sending proposals, ensuring conversion to confirmed business for inbound travel to Sri Lanka.
- Keeping in regular touch with agents to ensure maximum conversion.
- Designing flexible tour packages to meet the needs of different clients.
- Making sure all travel arrangements run according to plan and that accommodation, meals and service are satisfactory.

(2)

- **Name of the Company** : Anything (Pvt.) Limited
- **Duration** : Feb 2013 – Oct 2013
- **Position Held** : Travel Assistant
- **Location** : 176/1, Thimbirigasyaya Road, Colombo 05, Sri Lanka.

- Anything (Pvt.) Limited was founded with the intention to create a website that would give every Sri Lankan, with access to internet, the ability to find any product and/or service he/she requires from the comfort of his/her own home or work place. This site also allows companies and individuals to show case any product or service they wish to sell. Individuals and companies can advertise as well as showcase all their products and services for FREE.

- **Anything.lk** now provides the additional service where people and companies can post and find anything online.

- 

- **Job Responsibilities:**

- To attend all telephone inquiries for travel
- Converting inquiries to sales
- Liaise/coordinate with travel clients by assisting them in hotel/activity confirmations.
- Maintain hotel rates by preparing rates sheets
- Preparation of merchant contracts
- Taking care of admin work for travel department.

(1)

- **Name of the Company** : Royal Holidays Sri Lanka
- **Duration** : Jul 2011 – Feb 2013
- **Position Held** : Accounts Assistant
- **Location** : Lucky Plaza, Colombo 03, Sri Lanka.

- Royal Holidays Sri Lanka is an Establishment emerged in the Inbound and the outbound Travel Industry in Sri Lanka standing firm with a dedicated team who count over 15 years of experience, specialized in Airport operation, cruise handling, nature and adventure tourism, pilgrimages, leisure and MICE tourism.
- Furthermore, Royal Holidays is an establishment approved by the Sri Lanka Tourism Bureau (SLTB) while being a member of the Sri Lanka Association of Inbound Tour Operators (SLAITO).

- **Job Responsibilities:**

Was responsible for handling Company Accounts (Commissions, Debtors, Monthly Profit & Loss Accounts, Monthly Reports for Managers objectives and other office matters etc.) of Royal Holidays Sri Lanka for Inbound & Outbound Tourism

### computer related expertise

- Microsoft Office ,Internet and Email

### proficiency in languages

- I have a very good knowledge in Sinhala and English Languages

### extra curricular activities

- In recognition of my leadership qualities I was appointed as Leader of the School Eastern Band 2008 & 2010
- Vice Treasurer of the School Arts Club in 2008 & 2010

### referees

**Mr. Duleep Ramanadan**

Manager,

The Gem Arcade,

Colombo 03, Sri Lanka.

+94 77 255 5984

[duleep@thegemarcade.com](mailto:duleep@thegemarcade.com)

**Mr.Koli Imran**

Head of Travels

MAC Travels,

Wavetree, Vauxhall st

+94 762429209

[koli@mactravels.com](mailto:koli@mactravels.com)

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

Ann Dias