



ASHYA HAPUARACHCHI

To work with maximum potential in a challenging and dynamic environment with an opportunity of working with diverse group of people and enhancing my professional skills with learning and experience for career growth while utilizing my skills and knowledge to the best of the success and growth of the organization

CAREER HISTORY

Product Manager - Colt Trading Company (Pvt) Ltd (February 2020 – Present)

- In-charge of Paper Shedders, Air Purifiers and Office Furniture
- Negotiating with suppliers on the prices and terms and conditions of products
- Performing product demonstrations and presentations to customers
- Monitoring and being responsible for the whole invoicing Process
- Reviewing the product quotations created by the team members
- Making sure the products are delivered to the customers without delays
- In-charge of the company mail box
- Developing the core positioning and messaging for the products

Trustee Administration Supervisor – HSBC City Office (March 2019 – January 2020)

- Handled Subscriptions and Redemptions
- Made fee payments of the funds including Management Fees, Audit Fees, and Administration Fees etc.
- Reviewed the performance packs completed by junior team members
- Allocated daily task responsibilities among team members
- Maintained good relationship with the on-shore team
- Being responsible for training and employee relations issues of junior team members

Trustee Administrator - HSBC City Office (May 2017 – March 2019)

- Team member of "Global Trustee and Fiduciary Services"(GTFS) project organized by the HSBC Securities Services (HSS), Hong Kong and participated in a training program in India to migrate SFC Authorized Funds to HSBC Securities Services (HSS), Colombo
- Checked whether Fund Managers investing in securities according to the rules and regulations
- Monitored regular cash flows of the funds
- Notified any exceptions to the on-shore team
- Maintained good performance captured on the NICE Performance Management Tool

Marketing Intern - Royal Comrades Security (Pvt) Ltd (January 2016 – December 2016)

- Visited companies and market pool of security offices
- Performed market analysis and research
- Designed new social media campaign ideas
- Prepared detailed promotional presentations
- Evaluated competitor marketing and digital content

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✉ ashya.hapuarachchi.0817@gmail.com

SKILLS

Leadership & Teamwork



Creativity & Presentation



Planning & Organizing



Communication



Computer Literacy



Critical Thinking



PREFERRED AREAS

Customer Relationship Management
Supplier Relationship Management
Event Management
Operation Management
Sales and Marketing
Training and Knowledge Sharing

LANGUAGES

Sinhala



English



Tamil



COMPUTER SKILLS

QuickBooks
Accpac MYOB
Microsoft Excel
Microsoft Word
Microsoft Power Point
SPSS (Statistical Analytical Packages)

HOBBIES

Listening music
Cycling
Jogging
Dancing

PROFESSIONAL QUALIFICATIONS

CIMA Passed Finalist (2015)

Chartered Institute of Management Accountants (CIMA) UK

Diploma in Computerized Accounting (2012)

Siksil Institute of Business & Technology (Pvt) Ltd

Certificate in Information & Communication (2008)

St. Anthony's Girls School, Panadura

EDUCATION

B.Sc. Degree in Management, Marketing (Special) (2016)

University of Sri Jayewardenepura - Nugegoda
(Second Class – Upper Division)

G.C.E Advance Level - commerce stream (2011)

Visakha Vidyalaya - Colombo 5
Accounting, Economics, Business Statistics with 3 A Passes.

G.C.E Advance Level (2008)

Sri Sumangala Balika Vidyalaya - Panadura
Mathematics, Buddhism, History, Sinhala, English, Science,
Information Technology, Commerce, Dancing with 7 A's and 2 B
Passes

EXTRA

Member of Rotaract Club of University of Sri Jayewardenepura

Member of "Rupana" Drama & Aesthetic Club of University of Sri Jayewardenepura

Member of Marketing Management Association of University of Sri Jayewardenepura

Dancing Team Member of Department of Marketing Management, University of Sri Jayewardenepura and performed at "Vibes of Marketing" (Talent Show and the most prominent event of Department of Marketing Management) in 2013, 2014 and 2015 & 2017

Organizing committee member of "Sri Lanka International University Romp – Strangers 2015" organized by the Department of Marketing Management, University of Sri Jayewardenepura

Organizing committee member of "Vibes of Marketing 2015" organized by the Department of Marketing Management, University of Sri Jayewardenepura

Organizing committee member of "Inception 2015" organized by the Department of Marketing Management, University of Sri Jayewardenepura

Participated in "Friends In Action 2014" Organized by Rotaract Club of Achievers Lanka Business School and won the title of "The Best Dancing Team"

Participated in "Friends In Action 2015" Organized by Rotaract Club of Achievers Lanka Business School and won the second place.

Member of Buddhist Society (2010/2011) of Visakha Vidyalaya

Participated at musical extravaganza "Miyesi Visakha" as a chorister

Member of School Net Ball Team of Sri Sumangala Girls' School

Member of School Eastern Band of Sri Sumangala Girls' School

PERSONAL PROFILE

Name : Hapu Arachchige Ashya Kaumadi Hapuarachchi
Date of birth : 17th August 1992
Gender : Female
Nationality : Sri Lankan
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REFERENCE

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