**R. RAVI MAHENDRA**

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**SUMMARY**

I am presently working in the capacity of ‘Project Manager – Integration’ with over 30 years of experience in various sectors of Information Technology which includes Implementation services, Business Analysis and Design, Quality Assurance, Software Development, consultancy, Project Management. I am also responsible for Administration and Human resources functions of current organization.

I also possess experience in Auditing, Accounting & Allied work for over 3 years, which includes conducting annual Audits for various types of business organizations.

Till April 2012, I was managing /overlooking the IMAS400 – Manufacturing Software project in the organization with special emphasis on a vital Manufacturing Project in Bangladesh, where I’m providing remote and real-time support & consultancy on a fulltime basis to the client management & end users.

I have been involved in similar operations in ERP/MRP projects for the past 14 years based on the AS/400 platform.

Overall responsibilities includes, conducting Gap analysis, designing, quality assurance, implementation, customer support, project management and liaison with overseas & local Clients.

Experienced in working with teams of different sizes and personalities and have strong inter-personal skills. I am confident of leading teams and of achieving goals through motivation and development of team members.

**Employment Record**

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| --- | --- | --- |
| **Name of Company** | **Position Held** | **Period of Service** |
| Knowledge Drive (Pvt) Ltd | Project Manager – Integration | May 2012 – Up to Date |
| SAT (Pvt) Ltd. | Consultant- Application Software | June 2009 – Apr 2012 |
| GKSS Ltd. | Senior Business Analyst | June 1998 – Feb 2009 |
| A&C International Ltd | Manager Information Technology | Aug. 1996 - Feb 1998 |
| Blue Diamonds Ltd. | Data Processing Executive | Dec. 1989 - Jul 1996 |
| Petals International | Analyst Programmer | Sep. 1988 - Dec 1989 |
| Midan International | Programmer | Dec. 1986 - Aug 1988 |
| Haqque Martin & Co | Audit Assistant | Jan. 1984 - Nov 1986 |

# Detail Service record

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# Name of Company : Knowledge Drive (Pvt) Ltd

**Period of Service :** May 2012 – Up to Date

**Position :** Project Manager - Integration

Overall management of the organization which includes the Administration and Human resources functions, Implementation of ERP system, inclusive of front end system of production workflow management of educational product development.

### Duties & Responsibilities

Implementation of the ERP with relevant changes to the satisfaction of the Management, ensure smooth functioning of the system and assist the animators with creative designing.

# Name of Company : South Asia Technologies (Pvt) Ltd

**Period of Service :** June 2009 – Apr 2012

**Position :** Consultant- Application Software

Overlooking the IMAS400 – Manufacturing Software project for Raheemafrooze Batteries Ltd -Bangladesh, where I’m providing remote and real-time support & consultancy for the client management & end users.

### Duties & Responsibilities

Smooth functioning of the system and accommodating of new requirements of the client which includes System studying, Designing, Development, testing and implementation**.**

# Name of Company : Golden Key Software Solutions Ltd. (GKSS)

**Period of Service :** June 1998 to Feb 2009

**Position :** Senior Business Analyst

I was employed at Golden Key Software Solutions Limited, a Solution Provider for IMAS ERP software, a leading software development, outsourcing & consultancy company catering to both the local & international markets.

### Duties & Responsibilities

Implementation of IMAS/400 software package which includes system studying, customizations to suit user requirements and user training.

Accommodating of new requirements of clients which includes System studying, Designing, Development, testing and implementation**.**

* Implementation of financial modules at **Union Assurance Ltd.**
* Design & Development of an ‘Expense Distribution System’ among business (Life & General) and within branch Profit & Loss account for **Union Assurance Ltd.**
* Design & Development of ‘Department Expense Database’ for **Union Assurance Ltd.**
* Design & Development of a Cash Book Security module for **Union Assurance Ltd.**
* Designed & developed the Cash Book module for the IMAS/400 system.
* Customization of General ledger & Cash book for **Union Assurance Ltd.**
* Customizations of IMAS/400 application to **Singer Industries – Rathmalana.**
* Performed the role of Team Leader for implementations & customizations to the Manufacturing & Resource Planning module for **Singer Industries Rathmalana.**
* Successfully completed Y2K conversion program for all the systems at **Eskimo Fashion Knitwear (Lanka) Ltd**. - Negombo.
* Responsible for the implementation cycle of the financial modules at **Raheemafrooze Batteries Limited – Dhaka, Bangladesh.**
* Responsible for the project management of the Manufacturing module at **Raheemafrooze Batteries Limited – Dhaka, Bangladesh.**
* Performed the role of ‘Project Manager’ for the implementation & customization of a financial system & hospital management system for the **‘Golden Key Eye & ENT Hospital, Colombo’**
* Involved in the project life cycle for the implementation of Manufacturing software for **Telstra Pharmaceuticals – Philippines.**

**Name of Company : A & C International (Pvt.) Ltd.**

**Period of Service : August 1996 to February 1998**

**Position : Manager - Information Technology**

* Responsible for the smooth functioning of Hardware & Software in the organization which controls the Production, Accounting & Salaries systems of the organization (Approx. 300 employees).
* Preparation of Weekly/ Monthly MIS reports to Head office in Antwerp, Belgium.
* The reporting system covers the total operation in Colombo, Which enables the principles in Antwerp to have a complete control on the diamond processing.
* Participation for weekly factory performance meetings which monitored the Imports, Factory Stocks, Yield, Factory production , Exports, Performance of trainees and Recruitments.

**Name of Company : Blue Diamonds Ltd.**

**Period of Service : Dec. 1989 – July 1996**

**Position : Data processing Executive**

Joined as a Management trainee and was provided with an opportunity to receive complete & comprehensive training in the diamond industry (Rough sorting, Cutting & polishing, Grading Etc).

I also worked in liaison with the Finance Director & the Accountants to formulate an automated system from the Manual System of accounts.

### Duties & Responsibilities

* System studying, designing, development & implementation of software in the organization.
* Smooth Functioning of Hardware & Software in the Organization.
* Preparation of training programs for users.
* Installation of software to Ceylinco Group companies on the instruction of Finance Director.
* Recruitment and Supervising of Contract programmers.

The following systems were developed and installed in the Ceylinco Group of Companies.

General Ledger Blue Diamonds, Blue Diamond Jewelry

Ceylinco Diamond Trading Company

Payroll (Franchise System) Blue Diamonds Ltd

Payroll (Management Staff) Blue Diamonds, Blue Diamond Jewelry

Employee Benefit Fund Control System. Blue Diamonds Ltd

Employee Final Dues Control System Blue Diamonds Ltd

Employee Security Deposit Control System Blue Diamonds Ltd

Loan Repayment Monitoring System Blue Diamonds Ltd

Production Planning & Performance Monitoring Blue Diamonds Ltd

System

# Midan International & Petals International

My responsibilities were involved in developing & Implementation of the following software packages.

-Stock Control, Recruitment Control, Payroll, Remittance Control & General Ledger.

**Haqque Martin & Company.**

Prior to joining the IT field, I had an opportunity to gain experience in accountancy and Auditing at Haqque Martin & Co. I also studied subjects in accountancy up to the preliminary Examination.

# School Extra Curricular Activities

1. Senior Prefect, Ananda College, Colombo.
2. Awarded Ananda College colors (Cadetting).
3. Group Leader of College St. Johns Ambulance Brigade.
4. Represented the Asoka House in Athletics.

**AGE :** 53 years(Date of birth 22.06.1963)

**EDUCATION :** Educated at Ananda College – Colombo 10

**: Academic**

G.C.E. (Advance Level) - Two Credit & One Simple pass (1982)

**: Professional**

Diploma in data processing Management, Awarded by Institute of Data Processing Management (London) (1992) [IDPM]

Diploma in system Analysis & Design

Awarded by Institute of Computer Studies (Sri Lanka) (1987)

Certificate Courses

Pass the course in Object Oriented Programming in C++

Awarded by John Keels Institute of Information Technology (2001)

Pass the Courses in Basic & COBOL (1985)

- Selected as the best Student of the Batch

I do hereby certify that the above particulars furnished by me are true and accurate to the best of my knowledge and in the event of me being selected to work in your establishment, I shall discharge all duties entrusted to me to the entire satisfaction of all my superiors.

**R. Ravi Mahendra**