

Prasangani Dunuge

PROFILE

Highly organized and detail-oriented executive with more than 10 years experience with skillful administration; seeking a challenging position of administration where I can utilize my innovative knowledge, experience & skills in different fields to achieve the company objectives on time with excellence.



AREAS OF EXPERTISE

- Excellent Communication skills and ability to multi-task across a wide range of duties if required.
- Flexibility & willingness to learn and adapt.
- Self-starter with an ability to prioritize tasks.
- Ability to meet stiff deadlines & detailed oriented.
- Develop and maintain positive business relationship with customer .
- Present, promote and sell products/services using solid arguments to existing and prospective customers.

WORK EXPERIENCE – UAE

Nov - Dec 2018 **BUSINESS DEVELOPMENT ASSISTANT**
Sharjah - UAE **Atlantic Maritime Group LLC (Shipping)**
www.atlanticnavigation.com

- Assist the Commercial team to implement business & marketing plans.
- Proposal Management - Prepare tender submissions and offers.
- Support in preparation of cost sheets and pricing models for necessary approvals under the Manager's guidance.
- Independently prepare BIMCO CPA's and other contracts.
- Attend client meetings, events and social engagements if required.
- Be a brand ambassador for the organization.
- Prepare, update and circulate Vessel Availability List to clients.
- Provide inputs for Finance to raise correct invoices.
- Support Customer Relationship Management initiatives.

Apr - Oct 2018 **ADMIN / SALES COORDINATOR**
Business Bay **UKR General Trading LLC (Telecom)**
Dubai –UAE <https://www.ukr.ae/>

- Prepare daily /weekly sales track reports to higher management .
- Coordination of outdoor sales team and regional departments (Etisalat)
- Assist with sales team with transactions when necessary.
- Introducing production / different Package details with customers.
- Provides historical records by maintaining area and customer sales.
- Resolves customer complaints by investigating problems .
- Interaction & coordination with the branches (SHJ/ABD/DXB/RAK/ALN)
- Reach out to customer leads through cold calling .
- Follow up Cancellation feedback of customers.
- Maintained Telesales Marketing.

CONTACTS

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Sri Lankan



EDUCATION



2011

PG. Dip in Applied

Sociology

University Of Colombo

Sri Lanka

2005

Bachelor of Arts Degree

University Of Colombo

Sri Lanka

AWARDS

Academic Scholarship

Awarded in 2006

by Government of

Slovenia

University of Ljubljana



Best Employee

Awarded in 2016

by Al Baddad International

Dubai, United Arab Emirates

WORK EXPERIENCE – UAE

Aug 17 - Mar 18 **CUSTOMER SERVICE ASSISTANT**
Sharjah -UAE **Antics Land (Theme Park)**
<http://anticsland.com/>

Sep 15 - Dec 16 **ADMIN / DOCUMENT CONTROLLOR**
Jabel Ali **Al Baddad International (Shading/Prefab)**
Dubai -UAE <https://www.albaddadintl.com>

- Ensure filing systems are maintained and up to date.
- Coordination with relevant project & Sales team/Client.
- Review and approve project drawings(IFA/IFC/DB)
- Arranging appointments/ messages/Prioritizing workloads of CEO.
- Preparation of project manual /proposal and reports.
- Update & maintain company policies & procedures (ISO/License)
- Updating company Pre-qualification report.
- Work on Vendor/Supplier registration process.
- Work on company Contract &Tender Process.

WORK EXPERIENCE – SRI LANKA

Apr 12 - Sep 15 **ENVIRONMENTAL OFFICER**
Colombo **Central Environmental Authority (Government)**
Sri Lanka <https://www.cea.lk>

- Conducting environmental education, awareness programs.
- Participating environmental inspection field works.
- Preparing field inspection reports.
- Coordinating Tree planting programs, environmental Campaigns.
- Conducting school level environmental exhibitions.
- Supporting to prepare educational materials publications.

Apr 10 - Apr 12 **ACADEMIC COURSE COORDINATOR**
Colombo **Open University of Sri Lanka (Government)**
Sri Lanka <http://www.ou.ac.lk>


- Scheduling lectures/trainings/ events & field visits.
- Communicating with Bachelor/ Master & PhD. Students.
- Supporting to convocation (Graduation) ceremony duties.
- Supporting to Student Registration & Admission duties.
- Coordination of the orientation/training and field visits.
- Providing personal assistance, medical attention, emotional support, or other personal care to students.

IT PROFICIENCY

- Microsoft Office (Word/Excel / Access & Power point)
- Internet (Explorer / Mozilla Firefox / Google Chrome & Opera Browser)
- Social Media (FB /Twitter/Instagram/ LinkedIn / YouTube & Pinterest)
- Design App (Coral Draw / Photoshop/ Illustrator)
- Email /Outlook
- ERP system

LANGUAGES

SINHALA 
Native Proficiency

ENGLISH 
Professional Proficiency
(IELTS – Academic 6)

HINDI 
Limited Proficiency

VISITED COUNTRIES

Germany
Slovenia
United Arab Emirates

ART & CREATIVITY

Painting
Portraits
Mural Art
Photography
Digital Arts

HOBBIES

Painting
Reading
Movies
Photography

NON RELATED REFEREES

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