



# N. DINUSHIKA NADEESHANI

## Marketing and Administrative Professional

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## PROFILE

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My objective of Work is to work hard with full determination and dedication to achieve organizational as well as personal goals, increasing my skills and knowledge by learning new things.

## EDUCATION

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### Higher National Diploma, Marketing Special

Advanced Technological Institute  
Colombo, Sri Lanka

Graduated, December 2015

English Medium

### CIM – Certificate in Professional Marketing

Chartered Institute of Marketing

1<sup>st</sup> STAGE completed, February 2019

### Bachelor Degree in Management

University of Kelaniya  
Colombo, Sri Lanka

1<sup>st</sup> year completed, December 2015

## RESEARCH COMPLETED

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- The impact and importance of TV advertisements (selected) for brand positioning among teenagers.

## PERSONAL INTERESTS

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- Doing researches.
- Developing business opportunities.
- Finding contemporary approaches to marketing.

## SKILLS

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- Management & Marketing skills
- Administrative skills
- SAP system operating skills
- Customer service & negotiation skills

## WORK EXPERIENCE

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July 2016 - Current

### Administrator cum Marketing Officer

Robertson Thermovent Fze, Dubai, UAE [www.robertsonvent.com](http://www.robertsonvent.com)

Robertson Thermovent FZE is set up to be the premier branded Natural Ventilation and building solution provider in the Middle East. With technical design and specification expertise and several years of project experience on the ground, Robertson Thermovent is a preferred supplier for ventilation products that are cost-effective and that achieve their design function. My duties include:

- Preparing Monthly sales forecast through the past years/month sales records
- Preparing weekly sales reports by comparing with achieved targets

- Beginner knowledge about Digital Marketing activities
- Doing Customer Satisfaction Surveys
- Attending to Customer inquiries and providing marketing and technical specifications and quotation via SAP
- Responsible for quotes considering modes of payment, delivery terms and stock availability as per sales management system (SMS)
- Coordinating with inter-departments (Procurement, Accounts, Production)
- An internal representative of the client, by fulfilling their requirements
- Providing information to client about company product portfolio
- Identify, develop & Explore new business opportunities with customers to generate sales
- Monitor orders from order receipt to delivery
- Following up on product enquiries & quotations submitted
- In charge of making project handover documents

February 2015 - April 2016

### Marketing Coordinator

Sumathi Holdings, Colombo, Sri Lanka [www.sumathi.com](http://www.sumathi.com)

A well-recognized company in mixture of business for the past thirty years. Retail Information Technologies (Pvt) Ltd is a subsidiary of Sumathi Consolidate (Pvt) Ltd, both IT Solution and IT Services with 21 years in excellence. My duties included:

- Report directly to CEO
- Prepare quotations for all customer requirements (Services and Company Products)
- Prepare Monthly sales forecast through the past years/month sales records
- Handle Marketing activities. I.e.: sending product information via emails, making calls for regular and new customers and dealing with advertising agencies to be post ads Via TV, Newspapers and Magazines.
- Attend to Marketing Campaigns (Road shows and product demonstrations)
- Handle government tenders and customer inquiries
- Prepare marketing and Technical presentation report
- Handle marketer's correspondences.
- Act as an admin coordinator for inter-departments.
- Represent the company to create service agreements with the company and the customer
- Report HR related communication on behalf of the company with central HR Department

February 2014 - February 2015

### Management Trainee for Six months & Appointed as Admin Clerk

George Steuart Group of Companies, Colombo, Sri Lanka <http://georgesteuart.lk/>

An award-winning tea export company that has been ranked among the ten largest tea export companies in Sri Lanka. It is also the largest company in the George Steuart Group in terms of operational volumes. My duties included:

- Report to the sales manager and coordinate for analysis of the market reports.
- Attend to overall accounting and administration of the company.
- Attend to the Marketing Campaigns (Road shows, and product demonstrations)
- Participate for Customer survey report making.

## LANGUAGES

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- English
- Sinhala (First language)

## PERSONAL DETAILS

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- Marital Status: Married
- Nationality: Sri Lanka
- Birthday: January 30, 1990