



ABOUT ME

Experienced and effective Business Development Executive with a proven record of managing projects from concept to completion. Skilled in building cross-functional teams, demonstrating exceptional communication skills, and making critical decisions during challenges. An adaptable and transformational leader with an ability to work independently and developing opportunities that further establish organizational goals.

PERSONAL DETAILS

**Date of birth**  
16.04.1996

**Nationality**  
Sinhalese

**Marital status**  
Single

SKILLS

- OPERATIONS AND ADMINISTRATION
- EVENT MANAGEMENT AND PROMOTION
- TEAM AND INTERPERSONAL RELATIONS
- ADVANCED COMMUNICATION SKILLS
- RESEARCH SKILLS
- BUSINESS DEVELOPMENT STRATEGIES
- PROJECT MANAGEMENT SKILLS

REFERENCES

**SESATH THAMBUGALA**  
Ministry of Foreign Affairs  
**T:** +94773999865  
**E:** sesath.thambugala@mfa.gov.lk

**SANDESHA PERERA**  
University of Kelaniya  
**T:** +94716438286  
**E:** sandesha@kln.ac.lk

KASURI PERERA

BUSINESS DEVELOPMENT EXECUTIVE

2C, National Housing Scheme, Kiribathgoda, Kiribathgoda, 20000, Sri Lanka

0716488346

harshigayathri04@gmail.com

WORK EXPERIENCE

**MINISTRY OF FOREIGN AFFAIRS**  
Colombo 01  
Sep 2019 - Mar 2020

- Administrative Assistant Intern**
- Planning and organizing training programmes for Sri Lanka Foreign Service officers.
  - Compiling the 'Mission Directory - Diplomatic, Consular and Other Representations Abroad' for years 2019/2020.
  - Preparing the performance evaluation reports for the Policy Planning, Research and Human Resource Development division.

**DAK INDUSTRIES (PVT) LTD**  
Wattala  
Feb 2019 - Sep 2021

- Business Development Executive**
- Devise and implement the business strategy and progress the business plan to advance service delivery.
  - Manage sales team to inspire the maximisation of sales opportunities.
  - Industrialise the sales process to strengthen revenue generating partnerships.
  - Attend client meetings to showcase equipment to customers and suppliers in order to network and nurture supplier relationships to promote sales.

**ROYAL INSTITUTE OF INTERNATIONAL GIRLS' SCHOOL**  
Maya Avenue  
Sep 2021 - Present

- Cambridge English Language Teacher**
- Formulate a lesson plan which supports the child's school lesson schedule.
  - Marking and delivering feedback on submitted homework assignments.
  - Think creatively to deliver engaging lessons which help students' progress.

EDUCATION

**UNIVERSITY OF KELANIYA**  
Kelaniya  
2022

- Bachelor of Arts**
- Course work include: Regional Studies-contemporary South Asia, Socio economic problems of developing countries, International development, International law, International organizations, Diplomatic theory and practice, Research analysis and skills, Human rights, United Nations and its specialized agencies, Computer application in International Studies, Foreign policies of major powers, International business strategy.

EXTRA-CURRICULAR ACTIVITIES

**INTERNATIONAL STUDIES STUDENTS' ASSOCIATION**  
University Of Kelaniya  
Feb 2016 - Jan 2020

- Committee Member**
- Planning, assisting and organizing the International Studies Research Symposiums. Assisting in the maintenance of accounts and budgets of the association.

**GAVEL CLUB**  
University Of Kelaniya  
Mar 2016 - Mar 2019

- Committee Member**
- Planning, assisting and organizing the 'The Best Speaker' inter university speech contests (2017/2018).

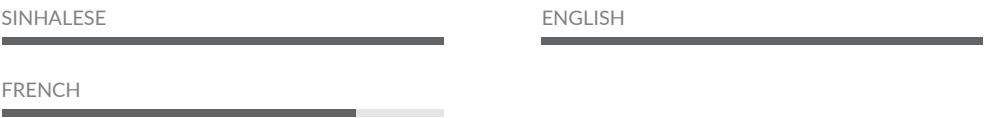
**AIESEC**  
University Of Kelaniya  
Oct 2018 - Nov 2018

- Global Volunteer**
- Volunteer teaching project in Italy, Novara to teach English language for students in a regional school. Interact with students to improve their soft skills. Formulate appropriate lesson plans for all abilities.

**MODEL UNITED NATIONS**  
Feb 2020

- Delegate**
- Presenting a policy paper and assist in drafting resolutions at the online conference.

LANGUAGES



COURSES

**JMC**  
Sep 2011

- Certificate Course in Computer Awareness**

**BRITISH COLLEGE OF EDUCATION**  
Aug 2012

- Advanced Certificate Course in English Language**

**ALLIANCE FRANCAISE DE KOTTE**  
May 2017

- B1 French Course**