



## CAREER OBJECTIVES

To be employed in a dynamic organization, upholding professional ethics that enhance skills, knowledge and further develop competencies contributing responsibly towards the growth of the organization

# HESHAN SAMARASINGHE

### Phone:

+971 563517382

### Date of Birth:

21st June 1985

### Civil Status:

Married

### Address:

61/D1, Midellamulahena,  
Munagama, Horana, Sri Lanka

### E-Mail:

[heshansam@hotmail.com](mailto:heshansam@hotmail.com)

### Linkedin:

<http://www.linkedin.com/in/heshan-sam>

## Skill Highlights

- Strong analytical and interpersonal skills Project management
- Excellent Knowledge about MS Office (Specially Excel Formulas, Formatting and VBA Coding)
- Strong decision maker
- Complex problem solver
- Creative design
- Innovative
- Positive attitude and the ability to adapt to any environment Languages
- A committed team player with strong leadership qualities

## Experience

07/2015 to 10/2023

### Manager – IT and Internet Marketing

#### Metric Products (Pvt) Ltd., Kahathuduwa, Sri Lanka

- Managing the internal & hosted network infrastructure including: firewalls, servers, switches, telephony and CCTV
- Strengthening the IT infrastructure through to implementing new technologies.
- Responsible for hardware and software installation, maintenance and repair.
- Performing routine audits of systems and software.
- Supporting to Caballing System (Data, Power and Voice)
- Manage the IT budgets and expenditure on hardware and software
- Developing & maintaining the company IT systems, software and databases.
- Recommending and implementing improvements and efficiencies.
- Having excellent time management, confidentiality
- Management of server software and associated backup routines.
- To evaluate, test, advise, train and support I.T. related projects.
- Responsible for the recruitment and training of new staff.
- Maintaining all online websites and E-Commerce sales channels
- Prepare E-Commerce sales forecast & strategic plan to achieve the sales budget
- Prepare user friendly reports and other documents using Excel formatting, formulas and VBA programing
- Prepare Weekly, Monthly and yearly E-Commerce related reports
- Research E-Commerce marketing features
- Manage all web spaces, domains and other online application accounts.
- Responsible for all marketing and technical actions on E-Commerce platforms

07/2013 to 07/2015

### Executive – IT and Internet Marketing

#### Metric Products (Pvt) Ltd., Kahathuduwa, Sri Lanka

10/2011 to 06/2013

### Executive – IT

#### NSC International (Pvt) Ltd., Galle Road, Moratuwa, Sri Lanka

03/2009 to 11/2010

### Executive Computer Assistant

#### J.C.S. Holdings., Munagama, Horana, Sri Lanka

# HESHAN SAMARASINGHE

## Extra Skills

## Highlights

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- Manage Facebook, YouTube, Google, Instagram and other social media accounts and advertising
- HTML Web developing
- Web Hosting, Domain Management and FTP
- E-Commerce website build and Maintenance (Shopify, Wix, Bigcommerce, Magento ect,.
- Manage Online Selling Accounts (Amazon, eBay, Etsy, Walmart, Rakutan)
- Web site SEO management.

## Education

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- **Certificate in VB.Net Programming for Database Application** from National Institute of Business Management 2011
  - **Diploma in Computer Studies** from IBM Computer Studies (PVT) Ltd 2002
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- G.C.E.Advance Level 2004 : Maths Stream
  - G.C.E.Ordinary Level 2001 : 5 A's, 1 B & 2 C's

## Schools Attended – 1991 TO 2004

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- Thaxila Collage, Horana, Sri Lanka
- Thaxila Central Collage, Horana, Sri lanka

## Non-Related Referees

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**Mr. M A D Chamith Uditha Pushpakumara** – Audit Executive Officer

Al Rostmani International Exchange,  
Head Office,  
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**Mr. Kapila Dharmasena** – Manager – Information Technology

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