



PRANEETH DANANJAYA

Mobile : +971 522 122 887
Email : awpdhananjaya@gmail.com
LinkedIn : www.linkedin.com/in/praneeth-dananjaya-494761256
Address : Al Satwa, Dubai

OBJECTIVES

A results-oriented professional with over **six years of experience** and exposure to various business functions within organizations. Known for identifying problems and delivering workable solutions, I possess strong multitasking abilities, effective priority-setting skills, and a keen business insight into operations and processes. I thrive in both team environments and independent work settings. Seeking to leverage my extensive six-plus years of experience, I aim to contribute my knowledge and skills to a reputable and progressive organization. My goal is to assist professionals in optimizing their performance to achieve goals and objectives efficiently and effectively.

WORK EXPERIENCE (6+)

General Account Clerk

Al Qurain Sports Club - **Kuwait** (August 2022 – November 2023)

- Typing accurately, preparing and maintaining accounting documents and records.
- Recording information, processing, and filing forms.
- Maintain daily attendance sheets.
- Keeping a record of sales and restocking the store accordingly.
- Managing and training store staff.
- Planning promotional campaigns for new products or specials.
- Ensuring that the store is kept clean and organized.

Assistant Marketing Manager

Camera Lk Pvt. Ltd - **Sri Lanka** (December 2019 – July 2022)

- Serving to few Private limited companies in Sri Lanka
- Implement marketing plans and develop marketing campaign material based on the agreed marketing strategy
- Analyze consumer behavior and buying preference through market analysis, sales information, and specialized surveys, and implement these results to enhance the Customer experience.
- Ensure marketing plans are executed according to the set budget
- Responsible for Document control and detailed delivery tracking of all Marketing Communications projects.

Marketing and Business Development Executive

AEMC Consultant Pvt Ltd. - **Sri Lanka** (September 2018 – October 2019)

- Collecting information about the client's business through a variety of methods (shadowing, interviews, surveys, reading reports etc.)
- Organizing and executing assigned business projects on behalf of clients according to client's requirements.
- Content writing with regard to company websites and promotional materials
- Provide secretarial and administrative support to management and other staff.
- Monitors implementation of strategies and engages with clients for feedback.

Trainee

PEOPLES BANK Sri Lanka

April 2013 – March 2014

- Cashier and Business Promotion and Daily Collection

EDUCATION

Postgraduate Diploma in Marketing
(Reading for the managerial level) Sri Lanka Institute of Marketing

Completed the Certificate Course in HRM - 2017
Chartered Institute of Personal Management Academic

BSc. in Management – 2019

(Specialized in Marketing Management) (Second Class-Upper division) - GPA 3.6
Trincomalee Campus of Eastern University, Sri Lanka

PERSONAL INFORMATION

Full Name : Praneeth Dananjaya

Date of Birth : 18.01.1994

Passport No. : N6990034

Nationality : Sri Lankan

Gender : Male

Marital Status : Single

Visa Status : Visit

SKILLS

- Customer Coordination
- Implement Marketing Plans
- Collecting Sales Information
- Department Coordination
- Client Relationship Management
- Stock Management
- Filing and Book Keeping
- Supervising
- Data Collection and Analzing
- Inventory Management
- Administration Management
- Team Work
- Customer Retention
- Back office works
- Appointment Coordination
- Organize office activates
- MS Office
- Organizational skills

LANGUAGES

- English
- Sinhala

EXTRA CURRICULUR ACTIVCITES

Member

Sri Lanka Institute of Marketing (SLIM)