



DINUSHA DODAMGODA

📍 No 281/1 6th Lane Pamunuwa Road, Maharagama

☎ +94 773496957

✉ dinushaisara@gmail.com

ABOUT ME

- **Full Name:** Dinusha Isara Dodamgoda
- **Date of Birth:** 27th of April 1994
- **Age:** 26 Years
- **Civil Status:** Single
- **Gender:** Female
- **NIC Number:** 199462802737
- **Religion:** Buddhist
- **School:** St' Pauls' Girls' School Milagiriya

SKILLS

- Proficiency in Microsoft Word, Excel, and PowerPoint.
- Goal-driven and passionate about work.
- Ability to adapt quickly to a fast-paced environment.
- Fluent in English and Sinhala. (Spoken and Written)

PERSONAL STATEMENT

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that undertake, or situation I am present with. Have good interpersonal skills and very willing to learn and develop new skills. And also have an active and dynamic approach to work and getting things done on time. I am seeking employment that will make the best use of my skills, experience and allow me to develop them further to success of the organization.

WORKING EXPERIENCE

CEYLON ROOTS PVT (LTD), COLOMBO - 08/ 2018 TO 05/2020

TOUR COORDINATOR (PROCUREMENT, WEB INQUIRIES, UK, AUSTRALIA, AND USA MARKETS)

- Experience of working with team **Procurement**; negotiating rates and special agreement structures with hoteliers and other vendors in order to create competitive pricing strategies & maintain rates folders, hotelier's details and other important data (Check Lists/ Fact sheets) for future reference.
- Experience of handling tours by arranging reservations with accommodations, transportation and other necessary services such as excursions booking, guide booking etc.
- Experience of researching and preparing tailor-made tour packages and competitive & accurate quotations to provide ideal travel plans to customers.
- Experience of handling web inquiries. Here my duty was to identify and assessing client requirements by providing perfect itineraries & quotations which match with client's budget and needs in order to increase the conversion rate. **(B2C Experience – maintain customer relationship)**
- Experience of working with English market. Here I mainly performed operations handling while addressing to agent inquiries by providing accurate quotations and information to maintain demand from suppliers **(B2B Experience – maintain supplier relationship)**
- Follow-up on Hotel payments, Guide payments, and Travel agents' payments with the Accounts department and update relevant parties about their payments.
- Experience of maintain the B2B online platform

NON RELATED REFREES

Mr. Natesh Vivekanandan
Manager -Business Development
(UK, Australia, and USA Markets)
Ceylon Roots PVT (LTD)
Address: 2nd Floor, FLC Tower, Browns
Capital, 19, 08 Dudley
Senanayake Mawatha, Colombo 8
Mobile :(+94) 777846023
Email: natesh@ceylonroots.com

Mr. Thiwanka Hewaranhindage
Manager - Credit Evaluation and
Business Development - HNB Finance
Address HNB Finance 163, Nawala Road,
Nugegoda.
Mobile :(+94) 710293146
Email: Thiwanka.h@hnbfinance.lk

EDUCATION

FACULTY OF MANAGEMENT AND FINANCE - UNIVERSITY OF COLOMBO 12/2014 TO 12/2018

- Bachelor of Business Administration (BBA) in Hospitality & Leisure Management (Special) – Second Class Honours

INSTITUTE OF PERSONAL MANAGEMENT (IPM) 03/2016 TO 06/2016

- Certificate Course of Human Recourse Management

ASSOCIATION OF ACCOUNTING TECHNICIANS OF SRI LANKA 07/2011 TO 03/2012

- Partly Qualified AAT Accounting Qualification
- Computer Literacy program at AAT Business School

ST' PAULS' GIRLS' SCHOOL MILAGIRIYA 01/ 2000 TO 08/2013

- G.C.E Advanced Level Examination in 2013 (Commerce Stream).
 - G.C.E Ordinary Level Examination in 2010.
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