

## Profile

- Self-motivated, adaptable, conscientious and enthusiastic person with well-developed IT skills combined with a flexible attitude to work.
- Strong team-player skills developed through work in retail and group activities.
- Good organizational skills developed in a variety of deadline orientated situations.
- Get on well with people at all levels, easily making good working relationships.
- Have good presentation and communication skills.

# VASAN WILLIAM KERSTAN

## Contact

**Address:**  
200/2, Aramaya Place,  
Dematagoda, Colombo 09

**E-Mail:**  
Williamkerston@gmail.com

**Mobile:**  
+940754063023

**Telephone:**  
0112665388

**Date of Birth:**  
07.10.1997

## Languages

Tamil  
English  
Sinhala

## Experience

### Spare Parts Coordinator @ Colonial Motors (Ceylon) Ltd (February 2018 - Present)

- Monitoring Spare Parts sales
- Stock Maintenance (Head Office and Dealers)
- Invoicing
- Handling hotline calls and customer inquiries
- Handling Spare parts dealers
- Spare parts Sales reporting and documentation
- All other Administration and documentation
- Handling Service Jobs (Cars and Bikes)

### Customer Care Representative @ Aegis Pvt Ltd (6 Months)

- Handling Customer Calls.
- Handling Customer Inquiries

### Sales Executive @ Hero Abans (6 Months)

- Handling Showroom Sales
- Meeting monthly Sales Targets
- Coordinating Field Promotions and Campaigns
- Stock Maintenance (Showroom)
- Handling hotline calls and customer inquiries
- Sales Reports and Documentation
- Handling After sales Activities.

## Professional Qualification

- Diploma in MS Office (DMO) @ CCS Educational Trust (2014)

## Educational Qualification

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- G.C.E Ordinary Level – 2013 (Index No: 30096391)

Subject	Grade
English	B
Geography	B
Religion (Christianity)	C
Arts	C
Mathematics	S
Health Science	S
History	S
Science & Tech	S
Language & Lit (Tamil)	S

## Extra-Curricular Activities

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- Captain of School Cricket Team 2011- 2013
- Captain of School Volley Ball Team 2012- 2013
- 3<sup>rd</sup> Place in the event of 200M Race- Vipulanantha Tamil Maha Vidyalaya 2011
- 2<sup>nd</sup> place in the event of 200M Race- Vipulanantha Tamil Maha Vidyalaya 2013
- 1<sup>st</sup> Place in the event of Putt shot- Vipulanantha Tamil Maha Vidyalaya 2013
- 3<sup>rd</sup> Place in the event of 100M Race- Vipulanantha Tamil Maha Vidyalaya 2013
- 2<sup>nd</sup> Place in the event of 400M x 4 Relay- Zonal Level Competition 2013

## Other Certificates

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- All Island Bible Quiz Competition- 2008, 2009 & 2010

## Non Related Referees

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Mr. Manjula Wickramarachchi  
Sales Manager- Colonial Motors  
(Ceylon) Ltd.  
Tel: 0777765476  
E- mail: manjula@kymcolanka.lk

Mr. Anura Kulathunga  
Officer in Charge (OIC) - Kandana  
Police Station  
Tel: 0774161585/ 0757063455

I hereby certify that the above information is correct and complete to the best of my knowledge & belief.

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William Kerstan

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Date