



KARANNAGODAGE DON THUSITHA KUMARA

A highly trainable and results-driven professional with over 5 years of diverse experience in Sales, Marketing, and Administration, I am ideally positioned for operational and documentation roles within the harbor and freight forwarding sector. My core competencies include strong documentation management, client relationship building, and organizational skills. I am computer literate, technically adaptable, and experienced in accurate record-keeping and processing invoices. I am looking forward to committing to the tasks of regulatory compliance and the timely, accurate clearance of field.

Contact Information

- Mobile:** 077 0542 531
- Email:** thusitha.kumara982@gmail.com
- Address:** No:19/B, Gatakossawa,
Handapangoda.
- Date of Birth:** February 19, 1998
- Nationality:** Sri Lankan

Core Competencies and Skills

- **Sales and Negotiation:** Proven track record in meeting and exceeding sales targets; excellent negotiation skills for securing optimal deals.
- **Client Relationship Management:** Strong ability to build and maintain long-term relationships with customers and stakeholders.
- **Organizational & Administrative Skills:** Experienced in effective management of daily administrative tasks, record-keeping, and ensuring accurate documentation.
- **Technical Adaptability:** Highly computer literate (Microsoft Office Package) with the ability to quickly learn and master new operational systems.
- **Communication:** Fluent in Sinhala with good written and verbal communication skills in English.
- Possess a valid Sri Lankan driving license for light vehicles.

Employment History

Position and Company	Period	Key Responsibilities and Achievements
Gem Merchant	Jan 2025 – Present	*engaged in gem mining and gem trading activities in the gem sector until now.
Trainee Sales & Marketing Manager NR Print Technology (pvt)LTD, Malabe	Nov 2023 – Dec 2024	* Achieved and consistently surpassed monthly sales and marketing targets by identifying and penetrating new market segments. * Managed price negotiations and prepared comprehensive sales agreements and order documentation .
Account Assistant LAUGFS Gas Distributer Adithiya Agencies (pvt) LTD	May 2020 – Mar 2023	* Responsible for accurate record keeping , processing invoices, and managing accounting data. * Provided comprehensive administrative support, including data entry and maintaining an organized filing system.
Sales Executive / Sales Representative LAUGFS Gas Distributer Adithiya Agencies (pvt) LTD	Jun 2019 – Apr 2020 & Nov 2018 – May 2019	* Successfully covered the assigned sales territory, ensuring maximum market penetration and customer satisfaction. * Addressed customer inquiries and resolved service issues promptly, enhancing service delivery.

Educational Qualifications

- **Diploma Programme of the Association of Business Executives (ABE)**
 - Association of Business Executives in the United Kingdom and Distance Learning Center in Sri Lanka (Completed [2024] - SLQF Level 03 Framework)
- **G.C.E. Advanced Level (A/L)**
 - Handapangoda N.M.V, Handapangoda
 - Commerce Stream (Economics, Business Studies, Accounting)

Subject	Grade
Economics	S
Business Studies	S
Accounting	S

- **G.C.E. Ordinary Level (O/L)**
 - Handapangoda N.M.V, Handapangoda

Subject	Grade
Buddhism	A
Sinhala	B
English	C
Science	S
Mathematics	C
History	A
Art	B
Business and Accounting Studies	C
Health and Physical Education	A

Professional Courses and Training

- The Certificate Course in Gemology (2024)
- The Certificate Course in Spoken English Level 1 (2018)

hereby declare that the above particulars are true and correct to the best of my knowledge and belief

Date: 26/11/2025

Signature:



