

THARINDU NAWARATHNA

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[Portfolio](#)

Professional Summary

To Work in Dynamic, Professional and Enterprising Environment which will Provide me the Potential for Advancement and Increased IT Skills, Decision-Making Responsibilities Through Consistent Learning Under the Business and IT Leaders.

- Results-driven professional offering a progressive, five-year career in information technology.
- Repeated success directing IT projects from inception to execution, strategically allocating resources and delegating tasks to achieve on-time, on-budget delivery.
- Expertly manage technical support operations, diligently troubleshooting issues to identify root causes and prevent recurrence.
- Process improvement champion with a history of implementing new procedures and technologies to strengthen security posture, enhance operational efficiency, and control costs.

Areas of Expertise

System Administration | Project Management | Coding & Development

Digital Marketing | Strategic Planning | Resource Allocation | Customer Service

Team Leadership | Business Management | Data Analyzing Backup & Recovery

Education Background

- University of Colombo : Masters in Information System Management (Reading)
- University College Dublin Ireland : Bsc (Hons) Management Information Systems (2013)
- National Institute of Business Management (NIBM)
 - Higher Diploma in Computer Based Information Systems (2010)
 - Diploma in Computer System Design (2009)
- National Youth Services Council (NYSC) :Diploma in English Language (2008)
- Maliyadeva College Kurunegala : GCE A/L (2007) (Biology) / GCE O/L (2004)

Technical Proficiencies

<i>Platforms</i>	Windows Vista/7/8/10; Mac OS X; Oracle; SAP ; Linux; Windows Server 2008/2012
<i>Software</i>	Microsoft Office (Word, Excel, Outlook, PowerPoint, Project), SQL, and SharePoint; Adobe Tools; NetBeans; IBM Lotus Notes
<i>Languages</i>	Java, HTML, CSS, PHP, Ajax, MySQL,.Net,C++

Professional Experience

System Analyst & Programmer at National Dangerous Drugs Control Board. (2014/03/03 to Present)

Promoted to leadership role accountable for maintaining key business applications and systems. Partner with senior leadership to guide short- and long-range technology planning. Plan, coordinate, and execute hardware and software upgrades. Serve as vital resource for office staff, overseeing daily support operations and providing assistance on complex troubleshooting. Cultivate and maintain relationships with IT vendors.

Key Achievements...

- Successfully developed Drug Abuse Monitoring System (DAMS) Database with University of Colombo School of Computing. This is one and only computerized information system, which collects information on persons arrested for drug offences and persons seeking treatment for drug use in Sri Lanka.
- Development of [1984](#) Hotline with Sri Lanka Telecom Mobitel. The main purpose of this project is to create mobile alert and awareness service with the kind assistance of the mobile telecom service providers and convey our drug prevention messages to the mobile phone users.
- Develop Database Management System with Police Narcotics Bureau (PNB) to collect arrests information online from Island-wide police stations by connecting centralized database to increase data collection process efficiency.
- Successfully directed the on-time, on-budget completion of company-wide upgrade to Windows 10 and Office 365 impacting more than 100 onsite staff and four remote locations.
- Develop Database Management System for Precursor Control Authority (PCA) to registering their customers, tracking customers and gather information requirements of PCA unit activities.

- Administration of Software, Network, Server & Firewall.(Windows 2012 & Windows 2008 Server)
- Developing & updating NDDCB official web site, Blog & other social media profiles. (www.nddcb.gov.lk)

Web Master at Hyperjet Technologies (Pvt) Limited from 2013 January to 2014

Maintain websites for clients and businesses. Ensure the web servers, hardware and software are operating accurately. Design websites. Generate and revise web pages, Analyzing data with google analytics tools to recognize traffic source.

Key Achievements...

- Develop online Database System for collect and analyze supplier information when needed to import specific product types.
- Ensure the web servers, hardware and software are operating accurately. Regulate and manage access rights of different users on website and decide how site's content will be delivered to the Internet.
- Utilize scripting languages such as Javascript,CSS,Ajax. Configure web servers such as Apache,MySQL. Test websites to see if there are any parts that are difficult to use. Test different browsers and ensure people with different computers can access a website.
- Launch Digital Marketing process to increase traffic source for web site. This process includes SEO,SEM,PPC,Facebook marketing. (www.hyperjet.lk)
- Researching new telecommunication technologies tools & equipment. Find new telecommunication equipment suppliers and build reliable and friendly communication among suppliers and company.

Search Engine Optimization Specialist at “Bizymoms-Ekwa” Labs from 2012 January to 2014 February.

Maximize the volume of inbound organic traffic from search engines to a website and accomplished through a combination of on-page and off-page techniques, including link-building, social media strategy, viral marketing, metadata sculpting, site speed optimization, content strategy, information architecture, and more.

Key Achievements...

- Experience with Google and Bing’s services, including Analytics and Webmaster Tools for medical clients US & Canada based with optimizing keywords by using Google keyword tool.
- A functional understanding of HTML and CSS with ability to work with back-end SEO elements such as .htaccess, robots.txt, metadata, site speed optimization, and related skills.

- Proven success in link building and viral strategies. A deep understanding of mobile strategy and how it relates to SEO with solid grasp of how blogging, press releases, social media, and related strategies go hand-in-hand with SEO experience in building inbound organic search traffic and improving SERPs.
- An up-to-date, working knowledge of current, past, and projected trends in the SEO industry familiarity algorithm updates with the best tools in the trade with skills: PHP, UX, IA, CRO, SEM, Content Strategy, Social Media.

Production Associate (Apple eBook Project) at Innodata Isogen Lanka (Pvt) Limited from 2010 June To 2011 November.

Generally in charge of ensuring correct quality control of materials and end products produced by a company, as well as overseeing the quantities and types of digital materials used to create these products and Ensure that production work is performed by following standard according to the client company.

Key Achievements...

- Perform production tasks according to standard operating procedures and manufacturing guidelines and complete quality records for manufactured products.
- Coordinate with Production Manager to prioritize and schedule work orders to meet deadlines. Identify and report unsafe practices to Manager immediately and guide other Associates in their assigned duties when needed.
- Complete daily assigned tasks to meet production volume and schedule. Ensure that the manufactured product meets customer specifications and maintain documentations for production related activities for reference purposes.
- Stay up-to-date with production processes and client divisions. Address customer concerns promptly and professionally and analyze root causes of production issues and develop corrective actions.

Referees

- Professor Ravindra Fernando
(Chairman-National Dangerous Drugs Control Board) | +94722 154780
- Mr. Chaminda Karunanayake
(Managing Director & CEO – Hyperjet Technologies Pvt Ltd) | +94714483923