

MAHAJANA ELECTRICALS

Data / Voice / Power cabling / Fire Alarm & CCTV Camera System Professionals.

No: 95/8 Galle Road, Dehiwala (South), Western Province Srilanka.

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E-mail: mahajanaelectrical@gmail.com

Reg no: W66907

To:
02/01/2023

To Whom It May Concern

Dear Sir/Madam,

This is to certify that **Mudunkotuwege Thisara Samuditha** holding ID Number: 911200821V was working at Mahajana Electrical as "Head of IT Operation and Marketing Manager" from 01/01/2015 to Current.

During this period, his services were found to be satisfactory in carrying out the job duties. His responsibilities were to:

- Running regular checks on network and data security
- Identifying and acting on opportunities to improve and update software and systems
- Developing and implementing IT policy and best practice guides for the organization
- Designing training programs and workshops for staff
- Conducting regular system audits
- Running and sharing regular operation system
- Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations and outages
- Managing and reporting on allocation of IT budget
- Providing direction for IT team members
- Identifying opportunities for team training and skills advancement
- Managing IT projects and driving project team from start through to completion.
- Coordinating multidisciplinary global project teams to deliver Technology projects of varying size and complexity, focusing specifically on software projects.
- Creating and maintaining project plans, budgets and forecasts.
- Takes ownership of any customer concerns, & rectifying them.
- Negotiate the use of resources in a matrix management environment.
- Bringing to the attention of senior managers any circumstances causing delays, concern or requiring higher level authority to proceed.
- Identifying business development opportunities.
- Managing project reporting, project reviews and project steering meetings.
- Negotiating and influencing up to Director/ VP level.

In addition, he has a professional knowledge about Networking and electrical engineering as shown below:

- **Network Engineering –**
 - Negotiate rate increases or decreases contract terms with providers
 - Secure executed agreements with identified providers
 - Identify network needs potential providers
 - Identify opportunities for cost savings related to the contract process
 - Work with providers to further their understanding of performance specifications standards
 - Participate in provider meetings, trainings site visits
 - Participate in provider network Continuous Quality Improvement activities
 - Provide general support to all Network development activities
 - Collaborate with other departments to address resolve operational issues

- **Computer Engineering -**
 - Proven Project Management skills supported with formal qualifications.
 - Good customer focus, attitude and excellent interpersonal skills.
 - Negotiating with contractors and suppliers for materials and services.
 - A thorough understanding of generic Project Life Cycle management controls.
 - Comprehensive knowledge of IT technologies.
 - Strong analytical / problem solving skills.
 - Experience of assessing the quality of 3rd party IS/IT proposals.
 - Exceptionally detail oriented and technically minded.
 - Drawing up detailed plans for how to achieve each stage of a project.

- **Social Media Specialist**
 - Identified key concerns for the department.
 - Proposed, planned and delivered a social media campaign to meet the client's needs.
 - Applied theory and production skills including video, audio and photography to deliver a social media campaign for the client.
 - Provided communications products and services to the Communication department through social media sites such as Facebook, Instagram and Twitter.
 - Increased the overall "likes" on the departments Facebook page.
 - Develop and implement a comprehensive social media strategy to achieve program goals and objectives.
 - Responsible for developing content across social channels.
 - Leverage measurement and evaluation tools to provide progress reports and social media insight while continually finding ways to improve metrics through new initiatives.
 - Maintain daily activity and social interactions across all social media platforms.
 - Maintain professional relationships with community and business partners.
 - Assisted, executed and coordinated production on local magazine.
 - Created marketing material for regional distribution and social media purposes.
 - Compiled, analyzed and presented data to the department throughout the campaign.

We wish him all the best in his future.

Thank you
You're faithfully

M.G Renaka



Mahajana Electricals



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