

UMANDA WIJESUNDARA

Project Manager



A versatile Project Manager with Scrum Master expertise and experience in local and international projects, specializing in operations management, system implementation, and process re-engineering. Skilled in process mapping, CRM optimization, and project management across sectors like BPO, BPM, education, transportation, manufacturing, and food and beverage. Adept at driving digital transformation through agile practices, optimizing systems, and improving operational efficiency to achieve strategic goals.

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EDUCATION

2022-2024

Master of Business Administration
Postgraduate Institute of Management

2014-2017

BSc . Business Management
Wayamba University of Sri Lanka

2011-2014

Advanced Diploma in Management Accounting
CIMA

PROJECTS

European Union's funded Projects

Researcher for the Enhancing Governance, Management and Reform in Sri Lankan Universities through Non-Academic Staff Training

Trainer and Researcher for Improving Access to Science and Technology Higher Education in Resource-Poor Institutions Through an Open Platform for Technology Enabled Active Learning Environment / TEAL2.0

PM Gati Shakti Project

Member of the implementation committee for the Infrastructure Planning Framework in collaboration with Indian authorities. Project initiated.

Smart Ticketing

Provided project planning and event planning assistance for the implementation of digital systems to streamline the passenger experience

ERP System Implementation

Experience with Xero for VAT compliance and financial reporting in Dubai. Led the Odoo system implementation for university. Proficient in Oracle, SAP, and Oracle Fusion.

EXPERTISE

- Process Automation and Digitalization
- Project Management
- Business Process Re-engineering
- System Mapping
- Implementation and Innovation

WORK EXPERIENCE

2024 - Present

Iroad Project - Ministry of Transport & Highways

Independent Consultant

- Led the implementation of the iRoad accounting system.
- Initiated and oversaw the CRM system implementation process.
- Organized a technical conference, including event process flow identification and detailed mapping for smooth execution.
- Facilitated and documented a strategic planning and budgeting workshop for the Ministry of Transport and Highways, contributing to the development of the National Transport and Highway Sector Strategy.
- Conducted a comprehensive revamping process analysis for the Odyssey Train, focusing on ROI to improve operational efficiency and streamline workflows.

2021 - 2024

Sri Lanka Technology Campus

MIS Specialists & Lead Corporate Office

- PA Responsibilities: Managed CEO calendars, coordinated meetings, organized travel itineraries, and handled visa arrangements, ensuring seamless administrative support for CEO.
- Led ERP system implementation, documented processes, created SOPs, and customized the system to fit campus needs.
- Managed student fee collection and admissions, optimizing enrollments in collaboration with the marketing department.
- Managed the campus Call Center and oversaw records, registration, student relations, attendance, and examination processes.
- Organized campus events such as Graduation, Orientation, Corporate Events, and Staff Induction, ensuring their success and seamless execution.
- Mentored and coached newly recruited staff to facilitate their integration into the campus environment and foster professional growth.
- Managed facility operations at Trace City Campus, ensuring a seamless execution and a conducive environment for students and staff.

2020 - 2021

WNS Global Services

Lead Associate

- Implemented new systems and processes leveraging extensive experience in Oracle systems, Business Objects (BO), and Blackline for finance tasks.
- Developed comprehensive process documentation with a focus on month end reports and reconciliation.

2018 - 2020

Lartisan Gourmand Pastry L.L.C - Dubai

Administration Executive

- Managed accounts receivable, accounts payable, petty cash, sales forecasting, and budgeting, while supporting the COO in administrative tasks and overseeing day-to-day operations.
- Implemented tax processes using the Xero system, streamlining compliance and improving financial accuracy.
- Handled HR functions including visa processing, insurance management, and business registration renewals, ensuring seamless operations.

2014 - 2017

Accenture Lanka Pvt LTD

Associate

- Managed non-trade accounts payable, led the GRN team, and handled accounts receivable,
- Expertise in VAT processing and month-end reporting, contributing to timely financial close and accurate financial statements.
- Specialized in ERP system implementation projects, with a focus on optimizing financial modules and processes for improved efficiency and accuracy.

Reference

Eng.Ranjith Ganganath Rubasinghe

Former Secretary, Ministry of Transport and Highways

Phone: 0711171117

Mr.Heminda Jayaweera

Executive Director Trace City Expert City

Phone: 0777332296