

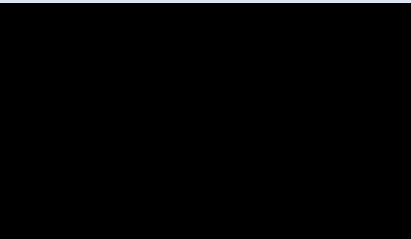
Rehan Fernando



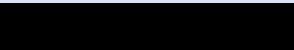
Enthusiastic and motivated team player with a proven track record of success across multiple industries. Looking forward to a challenging career where I can use my unique talents, acute attention to detail, and organizational skills to produce significant results.

Personal information

Address



Phone



E-mail

rehan@powerupsolutions.lk

Date of birth

15/07/2002

Skills

English	●●●●●
General Administration	●●●●●
Financial Management	●●●○○
Project Management	●●●○○
Operations & Maintenance	●●●●●
Microsoft Office	●●●○○
Analysis & Presentation	●●●●●

Work History

2024/11 -
2026/05

System Consultant

Infor Nexus, Colombo 3

- Monitoring file flow between Infor Nexus and partner systems
- Coordinating with internal teams including, consulting, QA and engineering for bug resolution, file failures and root cause analysis.
- Handling support cases for file transmission and connectivity (AS2, API, etc)
- Taking part in post deployment checks to ensure that the system is fully operational following a new version update
- Ensuring that the file transmission meets the defined SLA and taking remedial action and RCA in the event of a breach.

2023/09 -
2024/03

Consultant Associate

Fortude, Kynsey Rd, Colombo

- As part of the ERP support team at Brandix for the finance module I:
- Responded promptly and resolved all the tickets and tasks assigned to me, within the given SLA for each request.
 - Liaised with users, by email, text & video call, to ensure that their queries and requests are resolved.
 - Carried out daily, weekly, and monthly checks to ensure that that the ERP is functioning correctly. This included correcting errors, and reporting bugs to the development team.

2022/04 -
2023/04

Operations Manager

PowerUp Holdings, Bauddhaloka Mawatha, Colombo

- I handled the main operations of the company. This mainly included,
- System design
 - Supervision of installs

Certifications

Value-Based Leadership Program (2024/04)

US Embassy, Colombo

Critical Media & Information Literacy Course (2020/10)

UNDP, Sri Lanka

Volunteer experience

Assistant Vice President – Public Relations (2024/07-2025/07)

Ralph Toastmasters, Colombo

Treasurer (2022/09 – 2023/03)

Marine Toastmasters, Colombo

Member (2021/10 – Present) 2020/01 – 2022/07

Toastmasters International, USA

- Sales team coordination
- Addressing & resolving customer Inquiries & complaints/breakdowns (sales & technical)
- Payroll and administration

Junior Digital Strategist

Alpha Business School, St Anthony's Mw, Colombo 03

Managing student entries, and ensuring their queries are cleared on a timely basis.

Suggesting workflow improvements that improved speed and effectiveness of service.

Ensuring all student resources (including LMS, and live classes) are communicated, and up-to date.

Reviewing IT policy of organization, and, adjusting were appropriate.

Liaising with suppliers for procurement of IT services.

Communicating key matters to the board.

Acting as an executive assistant to the director – I managed his schedules, prepared reports, and prepared proposals for his projects.

IT & Accounting Head

PPJ HRM & Man Power, Moratuwa, Colombo

I single-handedly carried out all the admin, accounting, and IT services of the company.

This included, but was not limited to, paying salaries, EPF, ETF, tax related matters, invoicing, proposals, and government department compliance duties.

Previously manual - salary, and EPF & ETF payments were successfully moved to a fully automated system by me.

I also moved invoicing and contract generation to an online system.

In addition to this, I assisted the Company Secretary in her work, including preparing board resolutions and legal correspondence.

2019/07 – 2020/02

Audit Associate

PricewaterhouseCoopers, Colombo 2

I engaged in the planning stage of audit and interim & final stages.

Engaged in the audit of cash, operating expenses, and cost of sales.

Also, attended stock & cash counts of the client.

Audited clients in the fields of telecommunication, banking, insurance, and apparel.

Education

2017/07 – 2019/12 **Professional Qualification: Accounting & Finance**
Association Of Certified Chartered Accountants
Finalist

Non-related referees

Prasenna Balachendran

Vice President Risk and Governance- InQube Global (Pvt) Ltd
prasenna@inqube.com



Safra Anver

Director - Anver Associates (Pvt) Ltd
hello@safraanver.com

