

CAPABILITY STATEMENT

Hiran Malalgoda



Business Support Business Operations

CONTACT DETAILS

1300 746 466

6/62 Glen Osmond Road
Parkside SA 5063

QUALIFICATIONS

- MSc in International Business & Data Analytics
- Master of Business Administration - Specialised in Marketing
- Bachelor of Business Management - Specialised in Finance
- Professional Diploma in Digital Marketing
- AI Proficiency for Business Professionals
- Diploma in Agile Marketing
- Diploma in User Experience

Hiran is a highly organised and proactive business support professional with 12+ years' experience in administration, product management and stakeholder coordination across commercial and customer-facing environments.

He is skilled in project management, contract administration, marketing support, Microsoft Office, document control, financial processing and customer service, with a proven ability to streamline workflows and deliver accurate business & marketing support. Hiran is adept at balancing competing priorities while ensuring confidentiality and strong stakeholder relationships.

Areas of expertise

- Administrative support
- Project management
- Process improvement & workflow automation
- Contract administration
- Marketing support
- Data analysis & visualisation
- Stakeholder coordination
- Business operations
- Document management
- Office 365

Professional experience

- Sun Super Market (UK) – Cashier, 2023-2024
- Dialog Axiata PLC (Sri Lanka) – Business Support Manager, 2019-2023
- Dialog Axiata PLC – Senior Executive, 2016-2019
- Dialog Axiata PLC – Coordinator, 2014-2016
- Dialog Axiata PLC – Executive, 2011-2011