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# DOCKET

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*INFORMED. INDISPENSABLE. IN-HOUSE.*

## Day in the Life: Mayuka Ranasinghe

### Interviews and Profiles





**Mayuka Ranasinghe**

**Head of Group Legal Affairs**

**Srilankan Airlines**

**Katunayake, Sri Lanka**

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**5:30 am**

I wake up to my 10-month-old daughter's call for playtime, and get ready for my morning jogging session. I check the emails I received overnight to see if there are any important developments, then I jog for 30 minutes.

**6:00 am**

I have my morning tea, shower, and get ready. I offer my worship and have cornflakes with milk for breakfast. I spend a few more moments with my baby and wife before leaving home.

**7:00 am**

During the hour-long ride to the office, I update myself on local and world news while scrolling through websites on my phone and reply to emails that need quick answers. I mentally plan my day in the office.

**8:00 am**

Once in the office, I list the things that need to be done based on the emails I received overnight and outstanding items from yesterday's to-do list.

**8:15 am**

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I gather the pending information that needs to be sent to the government of Sri Lanka, which is conducting an ongoing inquiry into the airline.

**9:00 am**

Meeting with the chief executive officer to discuss and decide next steps in a payment dispute with a professional consultancy firm.

**9:30 am**

I draft a letter to send to the professional consultancy firm following the discussion with the chief executive officer.

**10:00 am**

I advise the engineering department on a breach of aircraft sublease agreement by a sublessee and plan the next course of action. Afterward, I draft correspondence to be sent to the sublessee following the internal discussion.

**12:00 pm**

Discussion with the human resources department on the disciplinary issue of an employee. I provide guidance on the choice to terminate services and its consequences.

**1:00 pm**

I talk with the industry affairs department about the change of a general sales agent in the Middle East and devise a strategy to appoint new agents.

**2:00 pm**

Have a full meal with rice for lunch while reading up on local and world affairs again.

**3:00 pm**

Review a few contracts I received and follow up on some outstanding legal and contracts matters with the rest of my colleagues in the legal department.

**4:00 pm**

Meeting with the executive secretary to approve invoices for legal services and other administrative matters of the department.

**4:30 pm**

Continue to check outstanding contracts requiring my legal input.

**5:30 pm**

Back to the inbox to respond to any emails requiring urgent attention and action.

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**5:45 pm**

Time to leave the office. I have a chat with an old colleague while on the move.

**7:15 pm**

I visit my parents, making sure they are well. I grab something small to eat after a tiring day.

**8:00 pm**

I return home and help feed my daughter. I spend time with her while she is being washed and then we put her to sleep.

**9:30 pm**

I have a light dinner with bread and chicken curry at the family table.

**10:00 pm**

I check emails to make sure that there are no emergencies.

**10:15 pm**

I go to sleep on a happy note and wish for a good tomorrow.

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