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SEWWANDI RUKMALDENIYA

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Accomplished Procurement and customer relation Specialist with a strong background in business management, with 7+ years of experience.

SKILLS

- Supply Chain Management
- Sourcing & Procurement
- Bidding/ Awarding
- Import / Export
- Production Planning
- Contract Negotiations
- Vendor Relations
- Inventory Management
- Working with SAP and NAVISION
- Computer literacy (Microsoft Office/ Photoshop)
- Good communication skills

EMPLOYMENT

Operation and Customer Relation Specialist

DHL Global Forwarding Sri Lanka

Jan 2018 – Oct 2018

- Investigating and planning the most appropriate route for a shipment, taking into account the perishable or hazardous nature of goods, cost, transit time and security;
- Arranging appropriate packing, taking into account the climate, terrain, weight, cost and nature of goods and also the delivery and warehousing of goods at their final destination;
- Negotiating contracts, transportation and handling costs;
- Obtaining, checking and preparing documentation to meet customs and insurance requirements, packing specifications, and compliance with other countries' regulations and fiscal regimes;
- Offering consolidation services by air and sea, ensuring cost-effective and secure solutions to small shippers who have insufficient cargo to require their own dedicated units;
- Arranging insurance and assisting the client in the event of a claim;
- Offering tailored IT solutions and electronic data interchange (EDI) connections;
- Arranging payment of freight and other charges or collection of payment on behalf of the client;
- Utilizing e-commerce, internet technology and satellite systems to enable real-time tracking of goods;
- arranging air transport for urgent and high-value freight and managing the risk door-to-door;
- Acting as broker in customs negotiations worldwide to guide the freight efficiently through complex procedures;
- Maintaining communication and control through all phases of the journey, including the production of management reports and statistical and unit-cost analysis;

Procurement Specialist	Ministry of Education Sri Lanka	Aug 2016 – Jan 2018
<ul style="list-style-type: none"> • Preparing proposals and bids; award or recommend the award of contracts to the legislative body. • Evaluated supplier bids for best match. • Conduct negotiations with suppliers on proposals, contracts and contract claims.. • Prepare or supervise the preparation of contractual documents with suppliers. • Review and execute contracts, purchase orders, change orders and other documents within delegated authority. • Ensure purchasing practices are consistent, open, and designed to encourage maximum competition and best value procurements. • Formulate, in conjunction with using departments, short-term and long-term strategic procurement plans in order to maximize buying power and minimize inefficiencies. • Maintain the integrity of the public procurement process. • Conduct Procurement Meeting 		

Procurement Executive	Courtaulds Trading Lanka (Pvt) Ltd Sri Lanka	Oct 2013 – Jan 2016
<ul style="list-style-type: none"> • Vendor management of all local and foreign vendors for Capex & Opex. • Negotiating with the vendors for material procurement while coordinating with the higher authorities of the company. • Ensuring smooth co-ordination with indenting dept. and corresponding with Suppliers on scope of supply and specifications. • Challenged to ensure timely delivery of equipment and materials as per specifications within the set quality and timely delivery of materials. • Accountable for receiving purchase indents/requisitions from user dept. • Maintained the records by working in MM module in SAP, relating to the materials management, by supplier and by department / discipline, purchase orders and goods requisitions and the Stock take records. • Project material Distribution system management • Preparation & analysis of actual cost v/s estimated cost. 		

Procurement Executive	Macksons Holdings Sri Lanka	April 2010 – April 2013
<ul style="list-style-type: none"> • Responsible to source, negotiate and purchase materials from both local and oversea vendors. • Evaluate vendor's quotation to ensure that they are in line with the technical and commercial specifications required for the project. • Advice internal and external on issues regarding purchasing Terms & Conditions. • In charge of daily operational purchasing needs such as planning, issuing and following up on 		

Purchase Orders delivery and shipment schedules.

- Resolve supply, quality, service and invoicing issues with vendors.
- Evaluate supplier performance based on quality standards, delivery time & best prices and ensure all the criteria are met according to the organizational requirements and expectation.
- Responsible for implementing internal procurement strategies to cater to high delivery and short lead time requirements.

EDUCATION

- **B.S.E. in Operation and Technology Management special-**
University of Sri Jayawardenapura, Sri Lanka (May 2008 – Jan 2013)
- **CAB Level I** – Institute of Chartered Accounts of Sri Lanka: Professional diploma in Accounting and Costing (Jan 2008 – Jan 2009)

INTERESTS

- Writing Books
- Photoshop
- Hiking

NON RELATED REFEREES

Mr. S. M.Amarasena
Senior Lecture
University of Sri Jayawardenapura
Gangodavila
Nugegoda
T. P. 077 7 216953

Dr. Saman Yapa
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