

No 377, New Passara  
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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

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- 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

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### 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;

- Ministry of Education**  
**Sri Lanka**  
**Aug 2016 – Jan 2018**
- Procurement Specialist**
- 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

- Courtaulds Trading Lanka (Pvt) Ltd**  
**Sri Lanka**  
**Oct 2013 – Jan 2016**
- Procurement Executive**
- 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.

- Macksons Holdings**  
**Sri Lanka**  
**April 2010 – April 2013**
- Procurement Executive**
- 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**

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- **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**

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- Writing Books
- Photoshop
- Hiking

## **NON RELATED REFEREES**

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Mr. S. M.Amarasena  
Senior Lecture  
University of Sri Jayawardenapura  
Gangodavila  
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