**First Name of Application CV No 1649382**

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**CAREER OBJECTIVE**

To obtain a challenging position that will allow me to expand my knowledge, experience, and to apply my academic and working experience and leadership skills to contribute to the success of the organization

**EXPERTISE**

Over nine years of experience in the logistics field in Sri Lanka’s No 1 financial institution handling administration and control functions with comprehensive knowledge in operational aspects of logistics and stores, risk control mechanisms, client negotiations and audit standards.

**CORE COMPETENCIES**

* Anticipation/Proactive Thinking Skills
* Organization/ Planning Skills
* Knowledge of modern storeroom methods and procedures
* Skilled incalculating mathematical computations and processing moderately complex and detailed inventories and requisitions.
* Resourcefulness- Systematically and comprehensively gather information needed to solve problems or work challenges in an efficient and effective way
* Teamwork Orientation- Work well with others, and build strong sense of team spirit
* Ability To Work Independently
* Attention To Detail- Manage my own work and the work of others to ensure that it is fit for purpose and free from errors
* Interpersonal Skills- Engage with others in a positive way, regardless of their level, status or rank in the organization
* Technology Application Skills- Possess computer skills, to help make work processes quicker and more effective and efficient
* Written Communication Skills

**ORGANISATIONAL EXPERIENCE**

**June 2006 till date: Senior Officer/ Executive at Logistics, Stores and Supplies of Commercial bank Plc.**

**Work Involved:**

* Overseeing the Stores and supplies function in Sri Lanka reporting to Head of Stores and supply management.
* Developing and implementing the operations strategy to ensure smooth functioning of materials in stores and supplies team.
* Stocks and inventory management in an efficient manner. (Stocks and inventory was managed efficiently while ensuring smooth functioning of 220 branches and 90 departments)
* In charge of the administration function of Office Equipment, Computers, ATM machines, bank vehicles (Includes maintenance)
* Receive supplies and equipment, and check receipts against purchase orders to ensure that correct quantity and quality of items have been supplied.
* Inspect goods and materials received
* Direct/ assist in the maintenance of a perpetual inventory of stock.
* In charge of bank drivers including preparation of driver’s rosters and schedules, driver leave monitoring etc.
* Handling re-selling of depreciated bank assets.
* Selecting of Vendors
* Assess suitability of new products introduced to the market by vendors,
* Negotiation with foreign suppliers for pass books, other furniture items, one off machinery etc.
* Ensure all purchase orders which are authorized are forwarded to vendors on a timely manner. Follow up on pending orders with vendors.
* Conduct the stock taking and balancing process every bi-annually.
* Handled internal/ external correspondence & Service delivery
* Dealing with local Legal and Compliance to negotiate all new customer agreements/amendments and liasing with the customer and their legal team for completion.
* Responsible in managing junior staff, Conducting team meetings, Conduct discussions to Coach and guide the team on their personal development., Regular reviews of appraisals and clear feedback on staff performance/ weaknesses etc, Handling staff leave and other staff issues in an efficient manner.

**Obtained core banking experience by assisting Weekend Banking branches during weekends and bank holidays**

**Work Involved:**

* Handling cash inflows and outflows in an efficient manner
* Developing and implementing the sales strategy to ensure business acquisition and growth in market share locally and regionally.
* Promote Bank’s Products and Cash Management capabilities both internally and externally.
* Assist walk in customers on account opening, closure, draft issuance, overdraft and other facility providing.
* Assisted on all transactions relating to branch operations.

**Notable Achievements during the Tenure:**

* Represented the Stores and supplies team during the system change to an Oracle based system. Awarded for being in the system implementation team and for successfully implementing the new system throughout Sri Lanka and Bangladesh.- 2011/ 2012
* Awarded “top business support individual- 2012/ 2013”

 **TRAININGS ATTENDED**

* Training of Managerial Efficiency
* Participated in a Comprehensive Professional training session on management of Materials and Stores conducted by the government of Sri Lanka

**PROFESSIONAL QUALIFICATIONS**

* Graduated in Advanced Business Studies conducted by Educational Ministry- Sri Lanka- 2005.

**PERSONAL DETAILS**

Date of Birth : 28.04.1986

Marital Status : Married

Language Competency : English, Hindi, Sinhalese

Nationality : Sri Lankan