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**Dinusha**

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[**Dinusha.376331@2freemail.com**](mailto:Dinusha.376331@2freemail.com)

I am a procurement Officer, with over four years of experience under the direct supervision of the procurement specialist. The position is responsible for performing confidential administrative clerical duties relating to organization and coordinating procurement activities such as request for proposals, formal bids, price quotations, annual maintenance agreements, purchase orders and record maintenance, aiding the smooth functioning of the organization utilizing acquired knowledge and skills to deliver exceptional outcomes. Thus, facilitating the growth of both the company and myself, being an active part in the developmental process. A team player with polished communication skills; Verbal, Written, Interpersonal, Presentations and Report building.

**Objective**

Be an active employee who contributes to achieve ultimate vision of the company, interact, on a professional level with other employees, to give excellent performance and to translate my experience, knowledge, skills and abilities into value for the organization.

**Academic & professional Qualifications**

* Following an International Diploma in Supply Chain Management. (The International Trade Centre (ITC), UN & WTO will accredit this professional qualification).
* Successfully completed Advanced Diploma in Business Management at National Institute of Business Management in Sri Lanka.
* Successfully completed Advanced Diploma in Computer Applications.
* Successfully completed Certificate Course in English Language at City & Guilds Institute Sri Lanka.
* Completed G.C.E. Advance Level Examination (Sri Lanka) in 2010.

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| --- | --- |
| Subject | Grade |
| Business Studies | C |
| Economics | C |
| Accounting | S |
| General English | S |

**Professional Experience**

I’m currently employed as a Computer Application Assistant (Procurement Officer) in Supply Chain at University of Sri Jayewardenepura since June 2013, one of the leading state University in Sri Lanka and holds 3170th rank according to latest world rankings.

**Duties and Responsibilities**

Under the overall guidance of the Department Procurement Committee of University Grant Commission and Bursar of the University, I am responsible for the effective supply & delivery of procurement services to the University.

* Organize all procurement activities relating to request for proposals, sealed bids and price quotes.
* Review requisitions for completeness and accuracy; follow up on discrepancies with the initiating Department; identify available suppliers for each requisitioned item.
* Receive, open, screen, log and date stamps bid responses/quotations, post as required and organize bids for review by the specialist.
* Organize and maintain computerizes records containing vendor and bid information.
* Perform general clerical duties such as maintaining general files, typing, data entry, opening mail, completing and processing standard purchasing forms.
* Coordinate and schedule meetings and appointments as requested; respond to inquiries that do not require the personal attention of the procurement specialist.
* Correspond with vendors regarding prices, product availability and delivery.
* Preparation of management information and statistical reports.
* Respond to inquiries from University staff regarding requisitions, purchase orders, contracts and pricing information.
* Perform related work as required.

**Knowledge, Skills and Abilities**

* Skills in the use of a personal computer and Microsoft office package, including rapid data entry keyboarding functions, databases, spreadsheets and specialized purchasing software.
* Good communication skill in dealing with purchasing professionals, administrators and company representatives and working knowledge of procurement laws and purchasing procedures.
* Sound ability to perform clerical work with a high degree of accuracy and work independently applying established procedures to varying situations.
* Remarkable ability to perform a wide variety of duties and responsibilities with speed under the pressure of time-sensitive deadlines.

**Personal Details**

Full Name **:** Dinusha

Country **:** Sri Lanka

Date of Birth **:** 21st February 1991

Age **:** 26 years

Gender **:** Male

Marital Status **:** Single

Nationality **:** Sri Lankan

I do hereby declare that the above particulars are true and correct to the best of my knowledge and I am ready to face an interview with my all original certificates if I am called.

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Date Signature