



**KUDAMBHAGE AYESHA MADUSHANI
PERERA (K.A.M PERERA)
EXECUTIVE PROCURMENT**

PERSONAL PROFILE

- Address: 425/8, Palanwatta, Pannipitiya
- Mobile : 0778929815
- Email : pereraayesha92@gmail.com
- LinkedIn:
<https://www.linkedin.com/in/ayesha-perera-bb8b06a8/>
- Date of Birth: 20.02.1992

MY SKILLS

Information Technology

- Excellent in MS. Office packages such as MS. Word, MS. Excel, and MS. Power Point

Language Ability

- Sinhala & English

Extracurricular Activities

- Leader of the School Media Unit from 2006 to 2007
- Worked as a Presenter at Siyatha TV in 2012
- Inter school Netball

Key Strengths

- Willingness to work under pressure
- Ability to work with team with the teamwork skills and leadership skills
- Good communicational and interpersonal skills
- Strong verbal and personal communication skill
- Analytical thinking, Planning & Reporting

PROFILE

I'm a consistent, Enthusiastic & Talented Individual who is Ambitious, Smart Working & have passion to excel in career. I enjoy team collaboration & working towards a collective & achieving goals of both mine & my organization.

I'm highly motivated person; I can apply the skills & knowledge acquired through professional & educational experiences to add value to the organization & myself to obtain a challenge position in the supply chain management. I assure my best of service towards the organization all times at my fullest capacity. I'm looking to improve my position in the workforce, expand my knowledge & skills. I'm also looking to establish long term employment in a friendly environment.

WORK EXPERIENCE

SPAR SL (PVT) LTD – Executive Procurement (18/05/2019 Up to now)

- Food & Non - Food Procurement
- Source, Negotiate & Research New Suppliers
- Reviewing, Comparing & Analyzing Products for new listing
- Demand Planning, Forecasts Analyzing & Raising Orders.
- Resolve Supply, Quality & Delivery issues with Supplier & DC
- Track Orders & Ensure Timely delivery
- Negotiate contract terms & Product Offers.
- Handling entire delivery schedule & managing suppliers.
- Managing Inventory & maintaining accurate purchases by understanding specific comparisons & Reports to the Strategic Decision Making

- Purchase Against GRV Comparison (Fill Rates)
- Sales & Inventory Comparisons & Analysis

(Top 20 & Top 80)

- Outlet wise ordering reports with stock analysis.
- Promotion availabilities as stock & sale comparison
- Promotion Claims
- Purchase Order Summary with receiving comparison

LAUGFS Supermarket (Pvt) Ltd – Executive Procurement (14/05/2015 -15/05/2019)

- Food & Non-Food Procurement
- Monitor stock levels & stock transfer through pick system
- Special Stock transferring & Special Purchase Orders
- Bakery Procurement & Suppliers
- Supplier Administration & communication
- Track orders & managing the warehouse & suppliers in relation to the Quality, Quantity, Timely delivery
- Maintain the delivery schedule (New Suppliers scheduling & existing Changes)
- Manage the Delivery Schedule & arrange the Special delivery with DC & Suppliers in Special Situation
- Management Reports to strategic decision making
 - Fill Rate Reports (CPU & Direct Supplier Wise)
 - Sales & Stock comparison

- **LAUGFS Shared Services (Pvt) Ltd – Central Procurement (10/2016 – 02/2017)**
Focused on all General Procurement Functions through SAP system
- **Nelue’s Advertising services (Pvt) Ltd - Computer Operator (11/11/2013 - 08/05/2015)**
 - Employees leave attendance updating through HRIS.
 - Employee allocation according to Daily working plan.
 - Did all quotations & Checked purchase materials through Invoices
 - Maintained Job cards & Stocks through MYOB.

EDUCATION

- Reading – **Graduate Diploma in Purchasing & Supply Chain Management** at Institute of Supply and Material Management (ISMM) – **(2019 -2021 – Final Year)**
- Advance Certificate in Purchasing Management at Institute of Supply and Material Management (ISMM) with a **1st Division pass (A+)**
 - Financial & Economics conditions in Purchasing
 - Sourcing, Supplier Evaluation & Selection
 - Cost & Price reduction Methods
 - Legal Aspects & Methods
 - International Purchasing
 - Principles of General Management
- Pearson Assured Advanced Certificate in Human Resource Management at HRMI - **1st Division pass. (A+)**
 - HRM, Leadership, Planning
 - People Resourcing Strategies, Recruitments & Development
 - Employee Turnover, Talent, Career, Performance & Reward Management
 - HRIS, HR Strategies
 - Industrial & Employee relations & Employee wellbeing, Health & safety.
 - Collective Agreements, Employee Councils, Disciplinary Procedures, & Trade Unions.
 - Sri Lanka Labor Law
- Accounting Diploma at **ESoft Metro Campus – With a second division pass (Merit)**
 - Simply Accounting
 - SAP
 - Sage
 - Quick Books
 - Peachtree
 - Myob
- MS Office package.
- English Diploma at Life English Academy

- **School Name : Vidyakara Balika Vidyala – Maharagama.**

- G.C.E (O/L) Examination – 2008

Subject	Grade
Sinhala	A
Buddhism	A
Drama	A
English	B
Mass Communication	B
History	B
Civilian Studies	B
Mathematics	C
Science	S

- G.C.E (A/L) Examination – 2011

Subject	Grade
Economics	C
Accounting	S
Business Studies	S

NON RELATED REFEREES

- Mr.Amarasiri Wickramage

Director Retail Strategy at Fuchsia Retail S.A.(Privet) Limited, Singapore

Former Commercial Director – SPAR SL (Pvt) Ltd)

0771078504

0767428396

- Mr.Waruna Peiris

Senior Procurement Manager - SPAR Supermarket (Pvt) Ltd

Former Senior Procurement Manager – Keells Supermarket (Pvt) Ltd

0768331773

The particulars given above by me are true and correct to the best my knowledge.

Yours faithfully

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Miss K A M Perera

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Date