

A qualified and adept Procurement Specialist with over 15 years in Senior Lead roles spanning Operations Management, Purchasing, Logistic and procurement in Asia, Middle East regions. Expert in utilising out of box approaches for continuous process enhancements. Has a demonstrated proficiency empowered teams, and manage stakeholder relationships. Combines strong technical, problem-solving and planning capabilities to deliver the optimum outcome effectively and efficiently. Has excellent interpersonal skills and enjoys being part of, and managing a successful and productive team.

Major Qualifications

- Graduate Diploma in Purchasing & Supply Chain Management (**GDPSCM**) - Institute of Supply & Materials Management Sri Lanka. (ISMM) (Affiliated to International Federation of Purchasing and Supplier Management (IFPSM)) Iss. 2022
- Purchasing Management - (ISMM) (IFPSM) Iss. 2011
- Diploma in Merchandising - Clothing Industry Training Institute - Sri Lanka Iss. 2008

Competencies

- Analytical
- Strategic planning
- Process Optimization
- Commercial Acumen
- Solution minded
- Meticulous
- Negotiating
- Leadership
- Motivating

Computer and Technical Skills

- MICROSOFT Office Suite
- BAAN Purchasing Planning
- SAP
- TALLY Logistics
- Odoo
- Various Logistics Systems

Work Experience

Zowadet Baladna Factory – Doha,Qatar

Procurement Officer

2022 – To date

Responsibilities

- Investigate the Market to identify potential acquisitions and perform research to determine how appealing each opportunity is.
- Responsible for all aspects of the procurement process, including developing and executing purchase orders, negotiating contracts, and managing supplier relationships.
- Provide recommendations and support to ensure procurement processes are effective, efficient, and offer the best possible value.
- Compare costs and evaluate the quality and suitability of supplies, materials, and equipment.
- Track delivery periods from items in order to ensure that the expected time of arrival dates are being met.
- Develops requests for quotations; and confers with vendors concerning new products, damaged goods, delayed payments or related information.

Hettigoda Industries Pvt Ltd, SRI LANAKA

2018 –2022

Procurement Specialist

Responsibilities:

- Planning, formulation and maintaining strategic objectives in purchasing.

- Managing end-to-end procurement process.

ERANDA SILVA Specialist - Purchasing & Supply Chain (GDPSCM)

- **Mob:** (00974) 510 56 587 | **Email :** silva.eranda@yahoo.com | [Eranda - Linkdin](#)

- Participate actively in cost saving activities to drive continuous improvement by negotiating with vendors, Find & sourcing alternative products, Identify & develop new reliable vendors for best value supplies.
- Take timely decisions - Analysed market and delivery conditions to determine current and future stock availability vs projected needs.
- Negotiate, analyse and evaluate of quotations (RFQ), selection & preparation of Purchase Orders.
- Collaborate with production and operations departments in planning to deliver products on time in order to avoid production downtimes.
- Handling vendor complaints and concerns promptly to ensure that the product continues to receive uninterrupted services at all times.
- Vendor Management & Evaluation of Vendor performances.

Achievements:

- ✓ Identify & increased the delivery performance of the selected most crucial suppliers by 55% to 80%.
 - ✓ Reduce the overall packaging cost and save 0.25 million per month by sourcing new suppliers.
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DER Engineering Services Pty Ltd., SRI LANKA Operations & Procurement Manager

2013 – 2018

Responsibilities:

- Purchase goods & services including Evaluate & Negotiate contract with vendors.
- Ensure procurement activities are compliant to company Policies, standards and ethics.
- Purchasing of MRO items (Maintenance / Repair & Operation)
- Stay up to date on industry trends & new products.
- Reviewing, Comparing, analyzing & approving products & services to be purchased.
- Managing Inventories and maintaining accurate purchase & pricing records.

Achievements:

- ✓ Reduce the stock holding cost by 0.3 million.
 - ✓ Implement a database to track the efficiency of the overhauling & machine shop work.
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Employment Summary

2022 – To date	Procurement Officer - Zowadet Baladna Factory, DOHA QATAR
2018 – 2022	Purchasing Specialist – Hettigoda Industries Pvt Ltd, SRI LANAKA
2013 – 2018	Operations & Procurement Manager – D E R Engineering Services, SRI LANKA
2011 – 2013	Logistics & Operations Analyst - Logiwiz Pvt Ltd, SRI LANKA
2010 – 2011	Purchasing Analyst - Nilkamal Eswaran Brothers Pvt Ltd, SRI LANKA
2009 – 2010	Logistics Analyst - Bin Al Sheikh Trading Company, QATAR
2007 – 2009	Purchasing Analyst - Courtaulds Clothing Lanka Pvt Ltd, SRI LANKA
2005 – 2007	Client Relationship Analyst – PAXAR Lanka Pvt Ltd, SRI LANKA
1999 – 2005	Assistant Sales Coordinator - Richard Pieris Distributors, SRI LANKA

References and Further Career History

Available upon request

