

# SANDUNI NISANSALA P.

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## SUMMARY

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Dedicated and detail-oriented professional with a strong background in development, procurement, and human resources. Proven track record of successfully managing responsibilities in challenging environments. Adept at learning quickly, working collaboratively in teams, and meeting tight deadlines. Seeking an opportunity to contribute my skills and grow professionally within a dynamic organization.

## WORK EXPERIENCE

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### **January 2023 - Present, Development Officer - Procurement Division, Presidential Secretariat, Sri Lanka**

- Manage procurement activities, ensuring compliance with regulations.
- Develop and implement procurement strategies to enhance efficiency.

### **December 2020 - December 2022, Development Officer, State Ministry of Sports & Youth Affairs, Sri Lanka**

- Contributed to the development initiatives within the Sports & Youth Affairs sector.
- Coordinated and executed projects in alignment with organizational goals.

### **August 2018 - June 2020, HR Assistant, Lesil Maintenance Company PVT Ltd, Sri Lanka**

- Provided administrative support in HR functions.
- Assisted in recruitment, onboarding, and employee relations.

### **September 2017 - July 2018, Audit Trainee, Carter De Costa & Company**

- Gained practical experience in auditing processes.
- Assisted in financial analysis and reporting.

## EDUCATION

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- Bachelor of Commerce (special) Degree (2018 March) Second class Upper Division
- Faculty of Commerce and Financial Management Studies, University of Kelaniya
- Areas of expertise: HR Management, Marketing Management, Financial Management, Economics, E-Commerce
- Secondary (High) School Graduation Certificate in 2012

## RELEVANT SKILLS

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- Procurement and Development
- HR Management
- Financial Management
- Marketing Management
- E-commerce
- Quick Learner
- Team Collaboration
- Deadline-Oriented
- Excellent communication skills in English

## PROFESSIONAL CERTIFICATE

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- Diploma in Business Information Technology, Siksil Institute of Business & Technology (Pvt) Ltd.
- Certificate Course in English, Saegis Campus (Kohuwala)
- Certificate Course in Computer Literacy, University of Kelaniya