



# NADEESHA PERERA



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## SKILLS

- MS Office Applications
- SAP, Ariba
- Sourcing
- Negotiations Skills
- Analytical Skills
- Procurement Governance
- Communication Skill

## PROJECT EXPERIENCE

- Revamp of e-procurement landscape through Ariba & SRM

## PERSONAL DETAILS

- Full Name: Kodikara Arachchige Ann Nadeesha Rumalie Perera.
- Date of Birth: June 14<sup>th</sup>, 1989
- Nationality : Sri Lankan
- Gender – Female
- Religion: Roman Catholic
- Language Proficiency: Excellent command in English & Sinhalese

## EXPERIENCE

- **Marketing Officer – FD Mobilization - Singer Finance (Lanka) Plc (Jan 2022 – To Date)**
- **Accounts Assistant – Senior Executive 360 Plastic, Stationery & Hardware Pvt Ltd & 360 Advertising Pvt Ltd (May 2021 – Nov 2021)**

### **Operations and Compliance Specialist Supply Chain Management – Dialog Axiata Plc (2015 – 2019)**

- ✓ Ensure delivery of procurements within the guidelines given by the investment committee in the areas of Dialog mobile Services & Dialog broadband Services.
- ✓ Executing & monitoring procurement process and governance framework in line with Axiata group and best practice organizations to improve internal procurement practices.
- ✓ Negotiate with the relevant users, the variations in price, delivery and specifications to maintain material requirements in order to effectively achieve business objectives
- ✓ Responsible for direct and indirect savings and supplier development and performance for the respective categories
- ✓ Contract negotiation with vendors capturing commercial and trade terms and conditions
- ✓ Identify cost effective suppliers and enter to strategic partnerships to ensure company gets the best services and goods.
- ✓ Ensure the creation of vendor/material codes and system agreements in SAP ERP system as per agreed timeline after verification of appropriate supporting documents and approvals
- ✓ Verify the details in the PO with the supporting documents to ensure the information is correct and effectively handle issues related to POs at approval stage

## EDUCATION

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Diploma in Supply Chain Management  
Aquinas University College, Colombo, Sri Lanka.

Certificate in Business Accounting (CIMA - UK)  
Wisdom Business Academy, Colombo, Sri Lanka.

G.C.E. Advanced Level Examination –  
Commerce Stream  
Holy Cross College, Gampaha, Sri Lanka.

- **Officer: Procurement Governance & Process Excellence - Dialog Axiata PLC (2011-2015)**
- **Banking Trainee: Bank of Ceylon, Ja-Ela, Sri Lanka. (2010)**

## REFERENCES

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### **Mrs. Kalanka Kodikara**

Manager - Sourcing

Dialog Axiata Plc

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### **Mr. Ishan Rathnayake**

Carrier Relations Manager

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