



PREMRAJ OLLEGASEGREM

Email: opremraj@yahoo.com **Mobile:** +94-773951006

Address: No. 46/4, Bhathiya Mawatha, Kalubowila, Dehiwela

Summary

Comprising over 25 years of experience in Information Technology Industry in Stores Management and procurement handling liaising with internal and external stakeholders.

Personal Details

Full Name	: Christy Ravindran Premraj Ollegasegrem
Date of Birth	: 20 th March 1959
Marital Status	: Married
Nationality	: Sri Lankan

Career Highlights

Stores Officer
DMS Electronics Limited, Colombo

September 1990 to present

- Dealer for Hewlett Packard (HP) products such as Computers, Printers, Scanners and Toners , Ink Cartridges, Network Products and Apple Computer Products
 - Totally in charge of the Stores for all Imports and Local purchases transaction, and issuing of above products and accessories to Internal & External Customers
 - Have a vast knowledge in Inventory Control Computerized System
 - Work Involves Stock taking updating the System, sending end of the Month Reports to Finance Division for Management
 - Reports Checking various Shipments Delivered from the Port and Computerizing etc. and also from Local Suppliers and sending Bills for Payment to Finance Division and Coordinating with Finance and sales Division for updating on all transactions, also using the email to update on Management inquiries. Coordinating with other Departments. Also general Administration work
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Cost Clerk**M/S Taylor Woodrow Towell Co LLC, Sultanate of Oman****April 1987 to March 1989**

- I was attached to the Maintenance Department at Ruwi, Muscat.
- Liaising with maintenance supervisor and Foreman pertaining to maintenance jobs such as Electrical, Plumbing, air-conditioning work carried out in various locations and attending to job costing and maintaining job registers and updating accounts department

Cost Clerk**M/s Walkers Son & Co. Limited****1980 February to 1987 April**

- I was attached to the Costing Division and Subsequently was attached to the Air conditioning & Refrigeration Department
- Attending to job costing and liaising with various engineering departments and workshop in getting documentations to carry out the job costing and updating the cost and management accountant to finalize the monthly accounts

Educational Qualifications

- G.C.E. Advanced Level (Commerce)

Commerce & Finance
Economics

Credit Pass
Pass

- G.C.E . Ordinary Level

SCIENCE		COMMERCE	
Subjects	Grade	Subjects	Grade
Pure Mathematics	Credit Pass	English Language	Distinction
English Language	Credit Pass	Christianity	Distinction
Tamil Language	Credit Pass	Tamil Language	Credit Pass
Christianity	Credit Pass	Economics	Credit Pass
Chemistry	Ordinary Pass	Commerce	Credit Pass
Physics	Ordinary Pass	Health Science	Credit Pass
Biology	Ordinary Pass	Arithmetic	Pass

- Passed Part I and Part II of National Certificate in English (NCE) Examination conducted by Examination Department.
- Followed a course in English Typing at Polytechnic Limited Colombo and obtained a certificate. I have a speed of 20 W.P.M.

- Followed Section A of ICMA (Institute of Cost & Managements Accountants)
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Professional Skills

Strategic thinking

Decision making

Microsoft Excel

Microsoft Word