

**Sri Lanka +94 770094313**

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John Meryl Gunasekera

**Summary of Experience January 2013 to 01 January 2015 Seaworks Company, P.O.Box 23631, Qatar**

**Procurement Officer cum Admin. Co-ordinator**

**Wages – QR.3500.00 + medical, transport & lodging**

Overall in-charge of all procurement for company projects, shipping,, logistics and other general matters of the company. Technical Document Controlling.

Reporting directly to the Managing Director. Also assisted in Human Resources matters. Liaise and advise to the Managing Director, sole Proprietor of the company.

**2010 June to Dec. 2012 Design Consortium Limited, No.85, Kynsey**

**Road, Colombo 08.**

**Executive Officer-wages SLRs.65,000 + lodging p.m.**

Totally responsible for project administrative matters, handling engineering documents of building construction. [Technical Document Controlling] Coordinate and attend to meetings. Liaise with Contractors & sub-contractors. Correspondence, filing and also handled petty cash of the project. Supervise support and minor staff, preparation of attendance and overtime sheets. Screen applicants, short list and interview. Handled all personnel files of employees. All procurements of project items. Report to Head Office and Project Manager.

**2008 Jan to 2008 June Kellogs Brown & Root, USA, Operations in Iraq**

**Administrative Assistant-wages US$1500.00 + full board & lodging p.m.**

Mainly in administration matters relating to the support services company of the US Army. Technical document controlling was done in Excel Software packages. I was attached to the Warehouse. Stock control, issues and receivables in procurement. Control by network program. Attending to staff meetings in order to enhance operations.

**2006 June 01 to Dec. 31 2007 Swisscontact, Nugegoda, Sri Lanka**

**Administrative cum Accounts Officer-Monthly wages SLR.56,000/- p.m.**

Totally responsible for Accounts, Administration & correspondence Supervising accounts and administration of other projects. Managed “Sextant” Software package in Accounting Financial Management Cash Management. Fund requests from Switzerland other administrative matters viz: Procurement, Logistics, Health Insurance and Vehicle Insurance and maintenance, composing project reports. Supervise service agreements and office complex. Supervise security, support and minor staff. Call applicants for vacancies, short list and interview for selection. Handled all personnel files of employees. Visa arrangements, Airline bookings and hotel reservations for expat staff Advice and counsel to the Swiss Resident Representative.

**2001 Sept. 10 to 2002 December 31 Moneragala Irrigation and Community**

**Office Manager Development Project, [MICDP] Moneragala,**

**Sri LankaMonthly wages SLR.25,000/- + lodging p.m.**

Monitoring project accounts. Solely in-charge of Co-Director’s (of the European Union) Petty Cash. Fully responsible for project correspondence. Directly reporting to Project Director. Supervising minor and support staff. Short list applicants for vacancies, interview and select. Handle all personal files of staff. Other administrative matters viz: Procurement, Logistics, Health Insurance and Vehicle Insurance and maintenance, composing project reports. Attending to reception duties. Visa arrangements, Airline bookings and hotel reservations for expat staff. Advice and counsel to the Project Co-Director [European Union Representative]

**1998 March 01 to 1999 June 30 Smallholder Integrated Livestock Extension**

**Office Manager Programme, [SILEP] Badulla, Sri Lanka**

**Monthly wages SLR.20,000/- + motor bike p.m.**

Fully responsible for project accounts & correspondence. Fully responsible for general office administration viz: supervise minor and support staff. Office equipment maintenance, Procurement, vehicle licensing and maintenance, supervise office complex, Logistics & composing project report. Advice and counsel to the Team Leader (GTZ Representative) Attending to reception duties. Call applicants for interview, select and handle all personal files. Visa arrangements, Airline bookings and hotel reservations for expat staff. Directly reporting, advise and counsel to the Team Leader.

**1985 Oct to 1998 Jan Free Lance**

**1984 Jan 20 to 1985 Sept 02 Salalah Holiday Inn, Salalah, Sultanate of Oman**

**Executive Secretary**

**Monthly wages OR.150.00 + Board & Lodging p.m.**

Was in charge of the Business Centre serving guest requirements. Secretarial/administrative and Accounts of Food & Beverage Manager, Financial Controller & all other depts. correspondence. Executive Secretary to General Manager. Handle all personal files of staff. Recreation Club and Guest requirements duties. Management meetings and reception duties including guest check-in/out and reservations. Assignments of other departments.

**Education S**t. Aloysius’ College, Galle, Sri Lanka

**Passed the General Certificate of Education [Advanced Level Examination]**

**In 4 (four) subjects (in the English medium)**

**Professional** Diploma in English and Administration - Certificate in Word and Data Processing

**Qualifictaions** Certificate in Telemarketing - Certificate in Professional Advance induction course in

Salesmanship

Speed in English Typewriting - 50 w.p.m.

Speed in English Word Processing - 60 w.p.m.

Speed in English Stenography - 60 w.p.m.

**Sports** Played Cricket for College 2nd eleven team and took part in Athletics (Long distance

runner at the Southern Athletic Association)

**Languages** English (fluent) – Sinhala (fluent) – Tamil (spoken fair) – Arabic (spoken fair, read & write numerals)

**Referees** Mr.Bandula Ranasinghe – Chairman – IDM Holdings (Pvt) Ltd. 24, Visaka Road, Colombo 4

Tel: 011 2596366

Mr. Nelson Fernando – Chairman – Kane Apparels (Pvt) Ltd. Battaramulla

Tel: 011 5510605

Mr. Lancelot Perera – Deputy Inspector General of Police (Director of Music Police Band)

Field Force Headqrs, Colombo 5 – Tel: 0112580042/2932410)

**Computer Knowledge** Microsoft Windows 7 Ultimate Professional millennium edition, Network, Internet and Email

**Other Experience** Purchasing, Quite capable of independent correspondence and manage office

Capability in working with Arabs, British, Americans & Europeans.

**Personal** Date of Birth and Age - 27 April 1967– 48 years

**Passport & ID #**  **N-4762407 -** ID # 671186834V- Nationality: Sri Lankan

**Permanent Address** No.24/34, Karunapura, Badulla, Sri Lanka,

**Signature**

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