



Ashan Wijekoon

Procurement Engineer

With 3+ Years of working experience

My Contact

✉ wppashan@gmail.com

☎ +971-509521056

Education Background

Sri Lanka Institute of Information
Technology
BSc (hons) In Civil Engineering

Key Skills & Competencies

- Supplier Performance
- Cost Reduction.
- Flexibility and Adaptability
- Cost control
- Cost planning
- Contract Administration
- Taking-off quantities using software
- Preparations and Pricing BOQs
- Judgment and Decision Making
- MS Office Report writing
- Verbal communication in English

About Me

A highly motivated and driven Procurement Engineer with three years of experience alongside a successful record of delivering large building and civil engineering projects. A good relationship builder with excellent interpersonal, communication, numerical and presentation skills. Obtained the industry exposure in the perspective of both contractor and the consultant. I believe that I have the capability to adapt to any situation and work with multi-cultural personnel with good communication.

Professional Experience

MAGA Engineering (Pvt) Ltd –**Procurement Engineer**
2021 December– Present

Key responsibilities:

- Negotiate contracts, terms, and deadlines with vendors and suppliers
- Manage to ensure goods delivery in a timely manner
- Identify potential suppliers based on project requirements
- Act as a point of contact between the company and suppliers
- Process purchase orders to acquire goods
- Ship goods abroad and complete customs clearance
- Work closely with the legal department to ensure contract terms are favorable to the company
- Attend meetings with engineering team, vendors, and suppliers

Software Skills

Epicor
AutoCAD
PlanSwift
SAP 2000
Civil 3D
Microsoft Office

Familiarized Documents

Form of Contract- FIDIC (1999/1987)
POMI
Euro Codes
BS Codes

Personal Information

- Name- W.P. Pubudu Ashan
- Date of Birth- 26/11/1997
- Civil Status-Single
- Nationality- Sri Lankan

REFERENCE

Mr. Indika Chathuranga
Epage BSc (Hons)
Senior Quantity Surveyor,
Barari Natural Resources LLC,
Abu Dhabi, United Arab Emirates.
Contact: +971 52 9596526
Email: chathuofficial@gmail.com

Mr. Dinuka Sandruwan BSc.(Hons)QS
Quantity Surveyor,
GCC Contracting Co L.L.C.,
Sharjah, United Arab Emirates.
Contact: +971 58 3059292
Email: dinuka.uom.qs@gmail.com

Declaration

I hereby declare that all the information mentioned in my resume is true and correct to my knowledge and I take full responsibility for the accuracy of the particulars mentioned.

Date- 12/07/2022

LEGO International (Pvt) Ltd. – **Trainee Procurement Engineer**
2019 January–2020 December

Key responsibilities:

- Participated in meetings between suppliers, engineers, and purchasing representatives to facilitate material substitution, standardization, rework, salvage, and economical procurement of parts/equipment.
- Defined the negotiation strategies with buyers and other members of the supply chain team
- Acted as primary contact for all technical, commercial, expediting, and administrative issues
- Created Supplier Quality Manual to outline all requirements for purchased parts.

LEGO International (Pvt) Ltd. – **Civil Site Engineer**
2021 January–2021 November

Key responsibilities:

- Working as Civil Site Engineer responsible for Earth Work section (Excavation & Backfilling , Road works).
- Monitors work in progress and prepares weekly & Daily reports of the status of each assignment.
- Supervise Actual Concrete Pouring and Monitoring of concreting Accomplishments
- Supervision of quality of work and safety awareness at site.
- Read and interpret technical drawings, specifications or reports.

Duties and responsibilities

- Coordinate in contracts & administrations in relations to all contractual matters, including
- Preparing commercial enquiries & tenders
- Coordinate with projects & procurement team to align on vendors
- Monthly and interim payments certification
- Reviewing construction plans and preparing quantity requirements.
- Scrutinizing maintenance and material costs, as well as contracts to ensure the best deals.
- Keeping track of materials and ordering more when required.

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