



MALINDA ADIKARI

STORES & PROCUREMENT

OBJECTIVE

I am looking forward to working in a competitive and prosperous environment. I am versatile by nature with an inclination to learn new things and ability to grasp things with a little orientation. Following a challenging carrier in an organization measuring up to my education and skills with a view to acquire required experience and to contribute to the growth of the organization.

ACADEMIC QUALIFICATIONS

- ILETS (Academic) 2019
Reading 6.0
Speaking 6.0
Listening 5.0
Writing 5.0
Overall 5.5
- G.C.E Advanced Level - 2017
04 S passes-Maths Stream
- G.C.E Ordinary Level - 2014
04 A Passes, 03 B Passes & 01 C Pass

WORK EXPERIENCE

Executive - Stores & Procurement

JAN 2020 - SEP 2021

STAR STEEL (PVT) LTD - Kotadeniyawa, Sri Lanka

- Mainly balancing the material stock & material purchasing
- Processing payroll

Job Profile

Maintained store facilities to ensure smooth functioning –
Made arrangements and placed orders for new stock and supplies whenever necessary.

Maintained the budget of all the expenditures incurred and presented same to store managers.

Reported to Store Manager on a regular basis regarding the need/demand of items so that the future orders could be placed accordingly.

Monitored the functioning of store equipment and reported problems and failures to the supervisor.

- Prepare Quotation for customer & as well for Intermediaries
- Make sure of policy dispatch on time
- Take care of Health dept. filing process
- Keep fellow-up with Customer Service dept. for timely dispatch of Health Card.
- Solve query raised by claim dept. related to policy issue
- Experience in motor issuance, which includes scrutiny of proposal form whether it is filled up with require data or else collect data from customer, policy issuance, keeping track of policy distribution to direct customer (if require) or to agent or dealer. Issuing Cover Note on case to case basis (only where insured need policy on very urgent basis).
- Experience in Claims in motor as well in non-motor claim, which includes registration of claims, documentations including preliminary scrutinization and follow up. Surveyor appointment, follow up with the insured & intermediary for required claim doc, cheque distribution to the insured, handling query of insured & intermediary. Follow up with claim settlement center for urgent cases.

SCHOOL ATTENDED

Bandaranayake College
2009-2014

Nalanda Boys College
2004-2009

CONTACT

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AL KARAMA, DUBAI.

PERSONAL INFO

Date of birth – 26th July 1998
Gender – Male
Age – 23
Marital Status – Single
Passport Number - N7871441
Nationality – Sri Lankan

REFERENCES

N.S Elapatha
Snr. Cargo Agent
Emirates Airlines
BIA Katunayake, Colombo
0094 77 4211327

Janitha P. Vithanage
Bank Assistant
Bank of Ceylon, Colombo
0094 71 2840366

- Coordinated with field offices and outlined bid evaluation forms.
- Formulated regular status reports and purchase orders.
- Monitored movement of shipments and carried out file and database maintenance.
- Aided proposals and procurement and managed projects.
- Imparted short term technical assistance

KEY MANAGEMENT SKILLS

- Accounts Handling
- Cost Control of Store
- Store Management
- Payroll Admin
- Budgeting & Forecasting
- Store Reporting
- Leadership & Supervision
- Bank Negotiations & Relation

OTHER SKILLS

Service & Support, Friendly, Service Focused, Energetic Work Attitude, Innovative

COMPUTER LITERACY

Hands on experience in Computer Packages such as Ms Excel, Ms Word, and Ms PowerPoint.

LANGUAGES

English, Sinhala