

GAYANI MADUSHIKA SEWWANDI

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PROFESSIONAL SUMMARY

A highly driven and results-oriented graduate holding a BA (Hons) in Public Policy and Administration from the University of Colombo. Demonstrates a proven track record in production coordination, procurement operations, and executive administration, complemented by diplomas in HR and Counseling Psychology. Possesses strong analytical, organizational, and leadership capabilities, seeking to leverage academic expertise and hands-on administrative and purchasing skills to drive organizational growth in dynamic corporate and non-governmental environments.

CORE COMPETENCIES & SKILLS

Administrative & Ops:	Procurement Operations, Purchasing Management, Production Coordination, Workflow Optimization, Resource Planning
Technical Proficiency:	MS Office Suite (Advanced Word, Excel, PowerPoint), ICT Applications, Inventory Tracking
Professional Expertise:	Vendor Negotiations, Public Policy Analysis, Human Resource Management, Strategic Communication, Data Reporting
Soft Skills & Languages:	Leadership, Pressure Management, Problem Solving Sinhala (Native), English (Professional), Tamil

PROFESSIONAL EXPERIENCE

Assistant Manager (Procurement & Purchasing)

2025 – 2026

Life Line Enterprise (Pvt) Ltd

Ampara

- Managed end-to-end procurement and purchasing operations, including vendor negotiations, supplier evaluation, and purchase order management to ensure cost-efficiency and timely delivery of materials.
- Handled inventory tracking, resource planning, and supplier communications to maintain optimal stock levels and support daily business operations.
- Resolved operational bottlenecks, streamlined purchasing workflows, and ensured compliance with company procurement policies and quality standards.

Production Coordinator

2024 – 2025

Sarasavi Export (Pvt) Ltd

Pannipitiya

- Coordinated production schedules, monitored workflow efficiency, and ensured timely delivery of export orders.
- Liaised between management and operational teams to streamline processes and resolve bottleneck issues under strict deadlines.

EDUCATION & ACADEMIC QUALIFICATIONS

BA (Hons) in Public Policy & Administration

University of Colombo

G.C.E. Advanced Level (2018)

Political Science (A), Sinhala (A), Buddhist Civ. (A)

EDUCATION & QUALIFICATIONS (CONT.)

G.C.E. Ordinary Level (2015)

Passed with 3 Distinction (A) passes, 4 Credit (C) passes, and 2 Simple (S) passes.

PROFESSIONAL DIPLOMAS & CERTIFICATIONS

- **Diploma in Human Resource Management** (2023)
- **Diploma in Psychology and Counseling** (2023)
- **Certificate Course in English Language** (2024)
- **Certificate Course in ICT** (2024)

LEADERSHIP & EXTRA-CURRICULAR ACTIVITIES

- **Executive Member - LEO Club, University of Colombo:** Active involvement in organizing community development projects and youth leadership initiatives.
- **Sports Achievements - Member of School Netball & Volleyball Teams:** Developed strong team-building, sportsmanship, and resilience skills through competitive school tournaments.

NON-RELATED REFERENCES

Prof. Maneesha Ruwanpathirana

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University of Colombo

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Prof. Iresha Lakshman

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