



SENURA SEWWANDA

PROFESSIONAL SUMMARY

Results-driven Supply Chain and Procurement professional with hands-on experience supporting procurement operations across threads, trims, fabric, and interlining categories within the apparel manufacturing sector. Proven ability to manage purchase orders, supplier coordination, material allocations, delivery schedules, courier arrangements, and shipment requirements. Experienced in ERP-based procurement processes, inventory support, and cross-functional coordination with suppliers and internal stakeholders. Strong understanding of procurement workflows, material availability, and supplier relationship management. Proficient in SAP, Microsoft Office, Microsoft Dynamics AX, and HRIS systems, with strong attention to detail and operational accuracy. Seeking an Executive-level opportunity to contribute to efficient procurement, supply chain operations, and strategic supplier management.

WORK EXPERIENCE

SUPPLY CHAIN – PROCUREMENT – JUNIOR EXECUTIVE | MARCH 2025 – DECEMBER 2025
Hirdaramani Knit Center of Operation, Sri Lanka

DUTIES & RESPONSIBILITIES

- Managed day-to-day procurement activities across Threads, Trims, Fabric, and Interlining categories to support uninterrupted production requirements.
- Processed and monitored purchase orders while ensuring accurate documentation, timely follow-ups, and alignment with material requirements.
- Liaised with suppliers to obtain quotations, confirm order details, coordinate deliveries, and resolve procurement-related matters.
- Monitored material availability and supported inventory planning to minimize shortages and maintain operational continuity.
- Coordinated shipment and delivery arrangements, ensuring materials reached the required locations within agreed timelines.
- Maintained effective supplier relationships through consistent communication, follow-up, and professional coordination.
- Collaborated with internal departments to understand material requirements and facilitate timely procurement activities.
- Utilized ERP systems and relevant procurement tools to maintain accurate records, track orders, and support efficient purchasing operations.

ACCOMPLISHMENTS

- Earned recognition for reliability, strong attention to detail, and effective communication in managing procurement responsibilities.
- Contributed to smooth material availability across multiple procurement categories through consistent supplier follow-up and delivery coordination.

SUPPLY CHAIN – PROCUREMENT – INTERN | DECEMBER 2024 – MARCH 2025
Hirdaramani Knit Center of Operation, Sri Lanka

DUTIES & RESPONSIBILITIES

- Supported procurement activities by preparing, processing, and monitoring purchase orders through ERP-based systems.
- Assisted with material allocations and booking requirements to support timely procurement and production planning.
- Coordinated courier arrangements and followed up with suppliers to facilitate efficient movement of documents and materials.
- Communicated with key suppliers regarding order requirements, delivery schedules, and procurement-related updates.
- Assisted in maintaining accurate procurement records and updating relevant information within ERP systems.
- Worked closely with multiple internal departments to coordinate purchasing requirements and resolve operational matters.
- Supported day-to-day procurement workflows by monitoring pending requirements and following up on outstanding activities.

CONTACT INFORMATION

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12236, Sri Lanka

PERSONAL INFORMATION

GENDER : Male
NATIONALITY : Sri Lankan
RELIGION : Buddhist
STATUS :Single

AREAS OF EXPERTISE

- Procurement Operations
- Supply Chain Coordination
- Purchase Order Management
- Supplier Relationship Management
- Vendor Coordination
- Material Procurement
- Threads & Trims Procurement
- Fabric Procurement
- Interlining Procurement
- Inventory Support
- Material Availability Planning
- Delivery Coordination
- Shipment Coordination
- Supplier Communication
- ERP Procurement Operations
- Procurement Documentation
- Order Tracking & Follow-Up
- Cross-Functional Coordination
- Courier & Logistics Coordination
- Procurement Administration

LANGUAGE PROFICIENCY

English - Professional Proficiency
Sinhala - Native Proficiency

EDUCATION

BACHELOR OF BUSINESS MANAGEMENT (HONOURS) IN MARKETING MANAGEMENT | 2021 – 2025

University of Jaffna, Sri Lanka

Second Class (Lower Division) | OGPA: 3.05/4.00

GCE ADVANCED LEVEL EXAMINATION | 2019

School C.W.W KANNANGARA CENTRAL

COLLEGE

GCE ORDINARY LEVEL EXAMINATION | 2016

School WP/MT HEDIGALLA K.V

PROFESSIONAL QUALIFICATIONS

DIPLOMA IN COMPUTER SCIENCE

Sri Lanka Vocational Training Institute, Sri Lanka

TECHNICAL SKILLS

- SAP
- Microsoft Dynamics AX
- ERP-Based Procurement Systems
- Microsoft Office Suite
- HRIS Systems

KEY COMPETENCIES

- Adept at coordinating procurement activities across multiple material categories while maintaining accuracy and timely execution.
- Skilled in managing purchase orders, supplier communication, material allocations, delivery schedules, and booking requirements.
- Proficient in using SAP, Microsoft Office, Microsoft Dynamics AX, HRIS, and ERP-based systems to support operational activities.
- Experienced in developing and maintaining productive relationships with suppliers and internal stakeholders.
- Capable of monitoring material availability and supporting inventory requirements to maintain uninterrupted operational workflows.
- Competent in coordinating shipments, courier arrangements, deliveries, and related procurement logistics.
- Strong in cross-functional collaboration, follow-up, documentation, and resolving day-to-day procurement requirements.
- Demonstrates strong attention to detail, reliability, communication skills, organizational ability, and commitment to operational efficiency.

CORE SKILLS

- Verbal Communication : Recognized ability to communicate with a range of individuals from different cultures
- Collaborative Team Member : Ability to collaborate with team members and organize in all activities
- Leadership : Ability to "lead", influence or guide other individuals, teams, and organizations
- Reliable : Commended reliability as team member and supporter

REFERENCES

DHANUSHKA FRENANDO

Manager-Procurement

HirdaramaniKnit - Maharagama

Phone: +9477 484 7793

K. P. W. D. R. WEERASINGHE

Lecturer in Marketing

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