

## PERSONAL INFORMATION



## Wijesingha Kodippilige Dushantha Sanjeewa, MBA

📍 52/24A, Ashoka Gardens, Nampamunuwa, Piliyandala 10300, Sri Lanka.

📞 +94 71 651 6720

✉️ [dsanjeewa@yahoo.com](mailto:dsanjeewa@yahoo.com)

Sex: Male | Date of birth: 22/04/1982 | Nationality: Sri Lankan | Martial Status: Married

## WORK EXPERIENCE

From 15/07/2024 to 21/05/2026

## Imports Manager

Debug Corporate Services (Private) Limited, No: 58, 42<sup>nd</sup> Lane, Wellawatte, Colombo 06, Sri Lanka.  
<https://www.debug.lk>

## Main Activities &amp; Responsibilities

- Monitor and manage the procurement process for both foreign and local goods and services, ensuring minimal lead time and cost-effectiveness

Business or sector: IT and Business Solutions

From 03/10/2022 to 14/07/2024

## Assistant Manager - Procurement

N-able (Private) Limited, NO: 36, Bristol Street, Colombo 01, Sri Lanka.  
<https://www.n-able.biz>

## Main Activities &amp; Responsibilities

- Monitor and manage foreign and local procurement process to import and supply goods and services to customer within minimum lead time
- Maintain Vendor relationships and liaising with government bodies for competitive pricing and timely delivery
- Identify cost saving opportunities

Business or sector: Technology Solutions

From 03/11/2021 to 30/09/2022

**Commercial Executive**

United Motors Lanka PLC, NO: 100, Hyde Park Corner, Colombo 05, Sri Lanka.  
<https://www.unitedmotors.lk>

**Main Activities & Responsibilities**

- Corresponding and order follow up with foreign suppliers, service providers and ensure goods are imported and cleared within a minimum lead time
- Follow up timely payment of Duties
- Coordinate with Service providers and ensure faster clearance of goods
- Negotiate with forwarders

**Business or sector:** Auto Mobile

From 16/12/2020 to 22/07/2021

**Senior Executive – Logistics**

Nikini Automation Systems (Pvt) Ltd, No: 249, High Level Road, Colombo 05, Sri Lanka.  
<https://www.nikini.lk>

**Main Activities & Responsibilities**

- Order follow-up with foreign suppliers/service providers and ensure goods are imported and cleared within a minimum lead time
- Arrange banking and shipping documentations (LC, TT, Import License, regulatory approvals, shipping & bank guarantees)
- Check and ensure correct Customs Duties are paid
- Follow up and timely payment of Duties
- Coordinate with Service providers and ensure faster clearance of goods
- Arrange Export documentations
- Negotiate with forwarders

**Business or sector:** Industrial Automation

From 13/02/2012 to 25/12/2020

**Senior Executive - Logistics**

Metropolitan Group of Companies, Metropolitan Office (Pvt) Ltd, No: 85, Braybrooke Place, Colombo 02, Sri Lanka.  
[www.metropolitan.lk](http://www.metropolitan.lk)

**Main Activities & Responsibilities**

- Order follow-up with foreign suppliers/service providers and ensure goods are imported and cleared within a minimum lead time
- Arrange banking and shipping documentations (LC, TT, Import License, regulatory approvals, shipping & bank guarantees)
- Check and ensure correct Customs Duties are paid
- Follow up and timely payment of Duties
- Coordinate with Service providers and ensure faster clearance of goods
- Arrange payments for Shipping/Air Lines, Insurance and Clearing Agent
- Arrange insurance surveys and make claims for damaged/loss of goods
- Record Maintenance for all imports
- Costing for imported shipments
- Maintain order files according to ISO standard
- Create reports which are requested by the management

**Business or sector:** IT and business solution

From 01/06/2011 to 08/02/2012

**Executive - Administration**

Allianz Insurance Lanka Ltd, No: 92, Glennie Street, Colombo 02, Sri Lanka.  
www.allianz.lk

**Main Activities & Responsibilities**

- Negotiate prices with suppliers and purchase
- Raise purchase orders and G.R.N. on system
- Prepare payment orders for suppliers
- Monitor stocks in stores
- Prepare stationeries for branches monthly
- Prepare complimentary for customers
- Monitor maintenance
- Create and submit reports which are requested by the management

**Business or sector:** Insurance

From 07/02/2005 to 31/05/2011

**Senior Customer Relations Executive**

Metropolitan Group of Companies, Metropolitan Computers (Pvt) Ltd, No: 85, Braybrooke Place, Colombo 02, Sri Lanka.  
www.metropolitan.lk

## Main Activities &amp; Responsibilities

- Raise installation sheets on the on-line system
- Costing for imported goods and monitor sales margins
- Raise purchase orders, invoices and on-loan on the on-line system
- Handle walk-in customers and cash payments
- Maintain documents according to ISO standard
- Create and submit reports which are requested by the management
- Negotiate prices with suppliers and purchase
- Prepare payment orders for suppliers
- Monitor stocks in the system
- Coordinate with stores regarding creating new item codes

Business or sector: IT and business solution

From 25/03/2002 to September  
2003

## Verification Officer

Environment & Management Lanka (Pvt) Ltd, No: 135/1, Suvisuddarama Road,  
Colombo – 06, Sri Lanka.  
[www.emlconsultants.com](http://www.emlconsultants.com)

## Main Activities &amp; Responsibilities

- Verify entered data to the system by others
- Enter accurate data into the system

Business or sector: Consultancy Service

## EDUCATION AND TRAINING

From 23/09/2018 to 29/07/2020

### Master of Business Administration – Logistics and Supply Chain Management

(Cardiff Metropolitan University – UK) ICBT Campus, Colombo 04, Sri Lanka.

- Accounting for Decision Makers
- People and Organisation
- Marketing
- Strategic Management
- Operation Management
- Logistics in a Global Context
- Supply Chain and Logistics Management
- Dissertation

From 18/01/2014 to 01/03/2014

### Certificate on Import/Export Procedures

Sri Lanka Export Development Board, Colombo 02, Sri Lanka.

- Introduction to Export Procedures & Certification
- Introduction to Import Procedures
- Customs Imports & Exports & Bonds Procedures & Documentation
- Port Procedures & Documents Documentation
- Air Cargo Procedures
- Banking Procedures in related to International Trade
- Freight Forwarding & Transportation
- Cargo Insurance
- Other requirements in International Trade

From 25/03/2012 to 21/07/2013

### Advanced Diploma In Business Management

National Institute of Business Management, Colombo – 07, Sri Lanka.

- Management Process and Organizational Behaviour (**C pass**)
- Financial Accounting (**C pass**)
- Economics of Business Enterprise (**C pass**)
- Business Statistics (**C pass**)
- Management Accounting (**C pass**)
- Operation Management (**A pass**)
- Marketing Management (**C pass**)
- Human Resource Management (**C pass**)
- Management Information Systems (**B pass**)
- Project Management and Productivity Improvement (**C pass**)
- Business Law and Industrial Relations (**C pass**)
- Strategic Management and Business Policy (**C pass**)
- Independent Management Research Project (**B pass**)

From 04/02/2007 to 01/06/2007    **Diploma in Professional Business Management**

Jayasekara Management    Centre, Colombo 03, Sri Lanka.

From 22/06/2002 to 18/12/2007    **Advanced Diploma in Software Engineering**

Aptech Computer Education Centre, Mackwoods Infotec (Pvt) Ltd, ARENA    Multimedia Education  
Centre, 271 – 2/1, Ward Place, Colombo 08, Sri Lanka.

- Introductory Module: MS-Word, MS-Excel, MS-PowerPoint, Internet Concepts and MS Access
- Networking with Windows 2000
- Database design with MS Access 2000
- Advance Concept of IT
- Front Page 2000
- MS SQL Server 2000
- Advanced Java (Servlets, RMI, Beans, Networking)
- Network Essentials
- TCP/IP Installing, Configuring and Administering Windows 2000 Server
- Firewall & Security Installing, Configuring and Administering Windows 2000 Professional
- Implementing & Administering Win2000 Networking Infrastructure
- Implementing & Administering Win2000 Directory Services Infrastructure
- Designing a Windows 2000 Directory Infrastructure
- Designing Security for Windows 2000 Network
- Designing Windows 2000 Network Infrastructure

On 28/01/2006 **Workshop on Team Building**

Gihan Thalagodapitiya Associates, 651/25, Elwitigala Mawatha, Colombo 05, Sri Lanka.

On 08/10/2005 **Time Management and Goal Setting for Personal and Organizational Success**

Training Link International PVT LTD, Pepiliyana, Sri Lanka.

From 15/10/1999 to 31/08/2004 **GCE Advanced Level**

Thurstan College, Colombo 03, Sri Lanka.

- Biology (**C pass**)
- Chemistry (**S pass**)
- Physics (**S pass**)
- General English (**C pass**)

From 08/02/1988 to 29/06/1999 **GCE Ordinary Level**

President's College, Maharagama, Sri Lanka.

- Sinhala (**D pass**)
- Science (**D pass**)
- Mathematics (**C pass**)
- English (**C pass**)
- Commerce (**C pass**)
- Music (**C pass**)
- Buddhism (**C pass**)
- Social Studies (**S pass**)

#### PERSONAL SKILLS

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- Computer skills**
- Excellent skills in Microsoft Office (Word, Excel, PowerPoint & FrontPage)
  - English typing speed about 30wpm

**Driving licence** B

#### ADDITIONAL INFORMATION

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**Memberships**   ▪ Member of “Kiyokushin Kaikan” International Karate Association (1<sup>st</sup> Dan Black Belt)

**References****Ms. Neeliya Perera**

Assistant General Manager – Logistics (Retired – Previous Head of the Department)

No: 939/H3  
Wijitha Pura  
Thalangama South  
Mob: 0714774497

**Mr. Sanira Suranga Yahampath**

Manager – Logistics (Previous Head of the Department)

Nikini Automation Systems (Pvt) Ltd  
No: 249  
High Level Road  
Colombo 05.  
Mob: 0773469403

**Mr. Niranjan De Silva**

CEO - Metropolitan Computers (Pvt) Ltd (Retired)

36/6, Kynsey Road  
Colombo 08  
Mobile : +94 71 274 8845

I do here by certify that above particulars given by me true and correct to the best of my knowledge

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Date

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Signature