



# THEJASRI DELGAHAPITIYA

SUBCONTRACTOR SPECIALIST

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## SKILLS

Excellent Interpersonal Skills

Brilliant Team Player

Proficient in the use of Microsoft Office Applications

Ability to work under pressure

Computer Literate

Trustworthy and Reliable

Leadership Skills

## PERSONAL DETAILS

Date of birth  
1st October 1997

Nationality  
Sri Lankan

Marital status  
Single

## ABOUT ME

Self motivated, hard working person with good public relation skills and good communication with writing ability, and able to work own initiatives and as a part of a team. Dedicated individual with positive attitude and desire to develop and grow while fully utilizing my knowledge, learnings and skills to secure a responsible career opportunity while making a significant contribution to the success of the company.

## WORK EXPERIENCE

### SUBCONTRACTOR SPECIALIST | MAY 2021 - PRESENT

#### INSPECTION EXPERT INC, USA (REMOTE)

- Identifies Strategies and opportunities to reduce cost, improve efficiency and manage risk through strategic and targeted negotiations with contractors.
- Analyzes requirements, recommends revisions to the statement of work or specifications as necessary, and decides on the type of contract and procurement plan.
- Prepares solicitation documents. Solicits quotes or proposals from prospective contractors prior execution.
- Performs written cost or price analysis, including evaluating costs to determine reasonableness.
- Coordinates the technical evaluation to determine acceptability of technical proposals.
- Evaluates contractor's financial, technical and performance capabilities.
- Conducts vendor capability surveys and maintains approved vendor source files.
- Compliance with contract requirements and Inspection Expert, Inc policies and procedures, including rules of conduct.
- Complying with established acquisition policy and procedures.
- Provide guidance on subcontract management matters to site leadership and home office personnel.
- Prepare and present internal and external subcontract management presentations.
- Development and implementation of processes as required.

### SALES EXECUTIVE | OCT 2021 - PRESENT

#### FINFAX FINANCE BROKERS, DUBAI

- Carry out analysis of sales report and customer survey in order to identify and set sales targets/ objectives.
- Conduct market survey to remain up-to-date on industry trends and market activities and present the reports to the team daily.
- Determine the various products and offer the same according to the client needs.
- Maintain good client relationship to promote sales as well as establish customer base.
- Prepare periodic sales reports as well as maintain record of sales.
- Strike a balance between an organization and its customers to ensure profits of company and satisfaction of customer.
- Ensure all marketing initiatives and incentive campaigns are clearly advised to the customers.
- Create frequent reviews and reports with sales and financial data.
- Negotiate/close deals and handle complaints or objections.
- Gather feedback from customers or prospects and share with internal teams.
- Maintaining the MIS and analysing reports on performance weekly / monthly.
- Attending meetings and presenting the sales reports to the management.
- Connecting with the supporting departments as and when required to run the process smoothly and efficiently.
- Organizing and prioritizing daily tasks as required.
- Adhering and complying with rules, regulations and company policies & procedures while carrying out all financial activities.

### STUDENT COUNSELOR / MARKETING ASSISTANT/ VISA OFFICER | JAN 2020 - FEB 2021

#### 3W GLOBAL EDUCATION, SRI LANKA

##### Student Counselor

- Advising potential students with their academic development and career growth.
- Assisting and advising students on application procedures, Visa applications applying for accommodation while promoting overseas education.
- Working directly with students to develop solutions and set achievable goals while resolving conflicts.
- Providing one-on-one career guidance and skills assessment to assist with career development.
- Developing, monitoring and assisting with counseling programs.

##### Marketing Assistant

- Penetrated new segments through the use of strategic marketing initiatives.
- Performed thorough market research and competitive analysis to understand and effectively communicate product value proposition.
- Communicated value and position to sales team and developed tools to support selling process.
- Drove marketing initiatives to increase product visibility and market performance.
- Offered pricing and feature recommendations to management and cross-functional teams.
- Researched competitive solutions and maintained competitive market comparisons and evaluations.

##### Visa Officer

- Examining, assessing, issuance of visas as per existing government regulations.
- Track applications, including emergencies or high profile cases.
- Exercises discretion and high degree of professional responsibility in handling confidential/ sensitive applicant information and documentation.
- Keeps fluent interaction with the Visa Unit staff providing advice, recommendations and feedback on visa operations, as appropriate, to establish state-of-the-art daily visa processing of students.
- Performed other duties as needed.

### SALES & SERVICE COORDINATOR / BANKING ASSISTANT - OPERATIONS AND LIABILITIES | FEB 2017 - SEP 2019

#### STANDARD CHARTERED BANK, SRI LANKA

##### Sales & Service Coordinator (Sep 2017 - Sep 2019)

- Checking the accuracy and submission of credit card, Loan and Accounts applications to the system while coordinating with the supporting departments.
- Plan daily/weekly/monthly sales activities to achieve the monthly lodgment and approval targets.
- Processing clients Loan on Card, Easy pay and Balance transfer facilities.
- Checking CDD before onboarding the client.
- Identifying potential risks / fraud and escalating to the relevant teams for further investigations.
- Managing online credit card customers.
- Maintaining the department MIS.
- Maintenance of vendor payments, archivals and stationery stock of unit.
- Performing unit health checks.
- Maintenance of processing of bonus points / flysmiles and other promotions offered by the bank to customers.
- Call monitoring for quality of staff members conversations with clients.
- Maintenance of leavers and joiners' checklists.
- Maintain and sharing incentive related statistics of all the sales staff.
- Ensure all AML/KYC/CDD policies & procedures per group and the local regulator are adhered to as per the sales procedures.
- Sharing statistics of the past and current performance level of the team and approvals generated from the team weekly with the management.
- Hold regular review meetings with the team and discuss about the market conditions and assess performance and work plan for the future.
- Ensure strict compliance with all internal guidelines issued at both group and country level pertaining to HR, Finance, Credit and Operational Risk, Training and certification.

##### Banking Assistant - Operations and Liabilities (Feb 2017 - Sep 2017)

- Support deepening and acquisition within personal client segment.
- Assist and support bank administration in its operational issues.
- Gather and analyze financial and related data of customers.
- Compliance of security, banking policies and guidelines.
- Checking on the credit worthiness and the CRIB records of customers before processing loan facilities.
- Maintaining and generating reports on the bank's operational and financial performance weekly and monthly.
- Handle assigned Client list / base and focus on establishing higher contacts to maximize penetration.
- Proactively engage with clients to uncover business needs and promote cross sell or up-sell for both Existing to Bank and New to Bank clients.
- Work with operations team when required to ensure that client requests are fulfilled on time.
- Management and development of existing relationships with customers to ensure maximum realization of profitable sales potential.
- Ensure zero tolerance method for this aspect, within the Team/Unit. Report any breaches or suspicious persons/relationships to the Local L&C.

## EDUCATION

### DIPLOMA IN BUSINESS MANAGEMENT | 2018

PEARSON (UK), ESOFET METRO CAMPUS (COLOMBO)

### DIPLOMA IN ENGLISH | 2014

PEARSON (UK), ESOFET METRO CAMPUS (COLOMBO)

### DIPLOMA IN INFORMATION TECHNOLOGY | 2014

PEARSON (UK), ESOFET METRO CAMPUS (COLOMBO)

## EXTRA-CURRICULAR ACTIVITIES

### SOCCER TEAM | FEB 2017 - SEP 2019

STANDARD CHARTERED BANK, COLOMBO, SRI LANKA

### ATHLETIC TEAM | JAN 2011 - AUG 2016

ST. PETER'S COLLEGE, COLOMBO, SRI LANKA

### SOCCER TEAM | JAN 2011 - AUG 2016

ST. PETER'S COLLEGE, COLOMBO, SRI LANKA

### SOCCER - SCHOOL COLOR'S HOLDER | COLOMBO, SRI LANKA | SEP 2014 - SEP 2017

## REFERENCES

### KAMLESH CHETANDAS

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### KANCHANA KUMARRAJA

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