



THEJASRI DELGAHAPITIYA

SUBCONTRACTOR SPECIALIST



209 Dubai Digital Park, UAE



+971583042800



thejasridelgahapitiya97@gmail.com

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, archival 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), ESOFIT METRO CAMPUS (COLOMBO)

DIPLOMA IN ENGLISH | 2014

PEARSON (UK), ESOFIT METRO CAMPUS (COLOMBO)

DIPLOMA IN INFORMATION TECHNOLOGY | 2014

PEARSON (UK), ESOFIT 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

Vodafone, Area Manager, Qatar QSC
P: +97477775164
E: kamlesh.chetandas@vodafone.com

KANCHANA KUMARRAJA

Vodafone, Field Service Manager, Qatar QSC
E: kanchana.kumarraja@vodafone.com