



GIMHANI CHATHURANGANI

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PROFESSIONAL SUMMARY

I consider myself a responsible and orderly person. I am a self-driven and hard-working individual who enjoys challenges to achieve goals. Motivated, detail-oriented, and always eager to learn, I look forward to contributing my skills to a dynamic team. I'm dedicated to mastering business principles and marketing strategies for success in the professional arena. Being an active member in many societies and organizations I have proven to play a good role as a team player. I am open minded and eager to learn to grow and improve my skills and knowledge in a competitive environment by performing my best.

WORK EXPERIENCE

Commercial Executive

2026 – Present

Bureau Veritas Lanka (PVT) Ltd · Colombo 10

↑ *Promoted from Commercial Assistant*

- Manage end-to-end procurement processes including vendor sourcing, purchase order management, and supplier evaluation.
- Coordinate with internal departments to ensure timely delivery of goods and services within allocated budget.
- Maintain accurate procurement records and generate reports for senior management review.
- Identify cost-saving opportunities through supplier benchmarking and process optimization.
- Tracked and followed up on outstanding payments and contract renewals.
- Invoice Verification & Payment Coordination.
- Coordinate with cross-functional teams to support operational requirements and achieve departmental objectives.
- Supervise and maintain accurate documentation, records, reports, and administrative databases.

Commercial Assistant

2024 – 2025

Bureau Veritas Lanka (PVT) Ltd · Colombo 10

- Supported commercial operations including documentation, invoicing, and contract administration.
- Coordinated with clients and internal teams to ensure seamless service delivery and satisfaction.
- Maintained accurate records and handled data entry for all commercial transactions.
- Assisted in preparing commercial proposals, quotations, and client correspondence.
- Assisted in supplier registration, purchase documentation, and procurement system updates.
- Maintained procurement databases and supported monthly reporting activities.

- Managed day-to-day customer inquiries and built strong client relationships through effective communication.
- Performed accurate data entry and maintained up-to-date customer, inventory, and sales records.
- Handled general office management tasks including filing, scheduling, and correspondence.
- Supported the marketing team in preparing promotional materials and coordinating campaigns.
- Assisted in monitoring social media channels and compiling basic campaign performance reports.

EDUCATION

Bachelor of Business Administration – Marketing Management <i>Sri Lanka Institute of Information Technology (SLIIT University)</i>	2022 – 2026
Diploma in Human Resource Management <i>LPEC Campus</i>	2021

CERTIFICATIONS

- **Certificate in English** - University of Colombo 2021
- **Certificate in Information Technology (IT)** - Panadura Sri Lanka Youth Vocational Training Centre 2021

CORE SKILLS

• Procurement & Vendor Management	• Marketing & Campaign Support
• Customer Relationship Management	• Analytical & Problem Solving
• Data Entry & Records Management	• Leadership & Team Collaboration
• Office Administration & Coordination	• MS Office Suite (Word, Excel, PowerPoint)
• Documentation & Records Management	• Report Preparation & Analysis

LANGUAGES

English — Professional Working Proficiency		Sinhala — Native
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REFERENCES

Mr. Priyantha Gamage <i>Senior Manager – Innovation, R&D</i> Hirdaramani Industries (PVT) Ltd, Kahathuduwa (+94) 777223584	Mr. Dulaj Gunawardena <i>Assistant Manager – Industry Services</i> Bureau Veritas Lanka (PVT) Ltd, Colombo 10 (+94) 766706490
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