23rd February 2017

Chairman 

PNG Power Ltd

P O Box 1055.

Boroko NCD.

Port Moresby.

Dear Sir.

POST OF CHIEF OPRATING OFFICER

I wish to apply for the above post and please refer my below CV for your considerations.

1, Name ; Mr. D C Lalith Wijesinghe

2, Address a, ( Papua New Guinea ) ; W R Carpenter Technologies Ltd. ( Daltron )

 P O Box 1711.

 Boroko NCD,

 Port Moresby.

 b, ( Sri Lanka ) ; No 314/8.

 Boralugoda

 Authurugiriya

 Sri Lanka.

3, Contact No’s ; Mobil : +675 70911395

 Office : +675 3022143

 e-mail: Lalithew@daltron.com.pg / lalithwijesinghe543@gmail.com

4, Date of Birth ; 17th October 1959

5,Maritel Status ; Married ( Two Children ), studying at Australia.

6,Educational Qualification ; G C E ( Ordinary level ) eight Subject with three credit.

7, Working Experience ; **9 years Sales & Marketing Experience & 13 years senior**

 **Management Position Experience ( Sales Manager / Marketing**

 **Manager /Asst. General Manager / General Manager / Chief**

 **Executive Officer./**

 a, joined Janatha estate development board in Sri Lanka as a

 Assistant superintendent 1980 & work till 1989.

 b, Joined Gestetner of Ceylon Ltd in 1989 , as a Area marketing

 Assistant & 1995 January I was promoted as a Sales executive

 & left Gestetner of Ceylon Ltd, in 1995 November.

 c, Joined Colt Trading Company 1995 December as an Field

 Manager & left 1996.

 d, Re-joined Gestetner of Ceylon Ltd ( Invite by General manager

 Of Gestetner of Ceylon Ltd) 1996 as an Product Manager &

 1999 I was promoted as an Assistant Sales Manager.

 , Promoted as a Marketing manager for Nashua Tec Lanka (Pvt)

 Ltd,( subsidiary of Gestetner of Ceylon Ltd in 1999 & left Sri Lanka

 In year 2000 to Papua New Guinea.

 F, Joined F T Wimbel & Co Ltd, Papua New Guinea in year 2000

 As a Field Sales Manager ( Momase / Highland area )

 Left F T Wimble in year 2004.

 g, Joined Hideki International (Pvt ) Ltd as an Assistant General

 Manager in year 2004 & left 2012

 h, Came back to PNG in year 2010 march & joined Central Business

 System as a Sales & Marketing Manager. In 2013 March promoted

 As General Manager for CBS/Impact business Solutions & PNG

 Energy Solution Ltd. Left CBS 2014 April.

 I, Joined Daltron 2014 September as a Commercial Manager / Sales

 & Marketing Manager.

 J, Promoted as Head of Sales , Technical & Procurement 2015 October.

 K, Promoted as WR Carpenter Group Cross Marketing & Sales head in 2016

 October including Head of Daltron Sales & Technical.

8, Professional qualification’s ; a, **Motorola paging training programme**.

 (Conducted by Mr Douglas Breckeruridge from business workshop

 India Pvt Ltd, New Delhi.)

 b, **Motivation for better performance .**

 (Conducted by Porf. K Sharmana, The visiting professor & vice

 President India society for training – New Delhi, India).

 c, **Total Quality Management.**

 (Conducted by Mr. Sunil Wijesinghe, Productivity Technique ( Pvt )

 Ltd, No 148/8, Havelock Road, Sri Lanka )

 d, **Strategic Marketing Management –**

 (Conducted by Mr. Hilmy Cader (Marketing Technologies

 International) P O Box 15259, Baharian ).

 e, **Leadership Skills for Managerial Effectiveness-**

(Conducted by Porf. K Sharmana, The visiting professor & vice

 President India society for training – New Delhi, India).

 f, **Leadership Skill - ( Training Course )**

 Conducted by Mr. Christoper Beattiew, Business unit Manager

 at British Council, Colombo, Sri Lanka.

 g, **Success with Presentation - ( Training Course )**

Conducted by Mr. Christoper Beattiew, Business unit Manager

 British Council, Colombo, Sri Lanka.

 h, **Consultancy Selling Program –**

Has successfully completed consultancy – selling program held

 In Vienna, Austria in January 2001, (Conducted by Ms. Jane

 Collins, NRG International, P O Box 268, St, Peter’s Port.

 Guernsey, GY1 3QZ, United Kingdom.

**9, Main Duties and Responsibilities (Central Business System - Papua New Guinea) - Direct Report to MD**

|  |  |  |
| --- | --- | --- |
| (a) Supervise the Department Managers ( Sales/Technical/Administration/HR/Logistic/Accounts ) & |  |  |
|  Monitoring daily, weekly & monthly progress. |  |  |  |  |  |  |  |
| (b) Ensure that all Departments budgeted turnover is achieved on monthly basis, also ensure that budgeted Group target |
|  Group target are also achieved on a monthly basic |  |  |  |  |  |  |
| (c) Assure all after Sales queries for complete customer satisfaction. |  |  |  |  |  |
| (d) Ensure debts are collected within the credit period. |  |  |  |  |  |  |
| (e) Ensure that staff follows the company standard regulation with regard to the company administration. |  |
| (f) Prepare annual Marketing Plan and promotional Plans for all products & implement same. |  |  |  |
| (g) Ensure that expenses are maintained at budgeted level. |  |  |  |  |  |  |
| (h) Monitor working capital and maintain same to the budgeted level. |  |  |  |  |  |
| (I) Sourcing new product to the organization. |  |  |  |  |  |  |  |
| (j) Negotiates with the suppliers for best price for all products. |  |  |  |  |  |  |
| (k) Ensure that principal/suppliers product targets are achieved. |  |  |  |  |  |
| (l) Ensure that all suppliers received their payment on correct time as agreed. |  |  |  |  |
| (m) Order goods from Overseas suppliers on correct time. |  |  |  |  |  |  |
| (n) Visit all branches' monthly. ( Lae, Kokopo, Madang, Goraka, Mt, Hagan & Kavieng + dealers ) |  |  |  |  |  |  |  |  |  |
| (O) Visit Major customers’ regular basics with Sales & Branch Managers.10, **Main Duties and Responsibilities ( Daltron- Papua New Guinea) –** 1. Responsible for all SHARP/HP Document Solutions sales & Nationwide 19 reseller network.
2. Prepare sales & marketing plan for document solutions/reseller business for year 2015.
3. Responsible for all daltron marketing plan for your 2016.
4. Responsible for all Daltrom marketing plan.
5. Head of cross marketing withing the W R Carpenter group. ( Courts / Boroko Motors / Globe canneries

Carpenter shipping )1. Appoint Resellers Island wide.

**11, Main Duties as Head of Sales, Technical & Procurement ( Daltron – PNG ) & WRC Group**1. Responsible for all Daltron Sales & **Nationwide 19 reseller network.**
2. Responsible Prepare Sales & marketing plan for Daltron for year 2016
3. Responsible for Daltron technical service Dept.
4. Responsible for Daltron Sales Dept’s.
5. Responsible for Daltron Procurement Dept’s.
6. Responsible for all Daltrom marketing Dept..
7. Head of cross marketing & sales within the W R Carpenter group. ( Courts / Boroko Motors / Globe canneries

Carpenter shipping )

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| I hereby certify that the above given particulars are true and correct. If you have any queries please contact me |
| on mobile +675 70911395 or +675 3022200 or e mail lalithew@daltron.com.pg / lalithwijesinghe543@gmail.com  |
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| Thanking you, |  |  |  |  |  |  |  |  |  |  |  |  |
| Yours truly |  |  |  |  |  |  |  |  |  |  |  |  |
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| D C Lalith Wijesinghe |  |  |  |  |  |  |  |  |  |  |  |

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