

CURRICULUM VITAE

**ANURADHA DE COSTA**

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**Working Experience and Professional Qualifications**

**Employment (Since May 2010 To 2012)**

▪ Working as a **Project Engineer** In charge of Hela Clothing Bangladesh Ltd, A Green Factory project. For A K N V Contractors (Pvt) Limited, No. 5, Pirivena Road, Mt, Lavinia. On successful completion of the project I was offered the post of **Maintenance Manager** of Hela Clothing Bangladesh Ltd. and having accepted I am still working in that position.

**Duties & Responsibilities**

- Carrying out duties as Chief Project Engineer on building Green Factory for Hela Clothing Bangladesh (Pvt) Limited in Chittagong, Bangladesh.
- Handling of construction works related to the steel structure building and for civil works.
- Representing Company in dealing with Client, Consultant & sub-contractors
- Preparing of estimates, payment certificates and handling direct & indirect purchases
- Preparing of Bill of Quantities as and when required
- Certifying of sub-contractor payments
- Maintaining of Project accounts
- Maintaining of project cash flow
- Preparing of budgets & cash flow forecast
- Preparing of Critical path analysis
- Preparing of Time & Actions plans and following up work progress
- Coordinating with Bangladesh Export Processing Zone authorities in getting required approvals in time to time
- Negotiating with suppliers, sub-contractors, etc
- Maintaining of Re-order levels related with construction
- Acquiring of Proforma Invoices for direct payments to be made by the client
- Preparing of detail drawings at site
- Maintaining of documents required for LEEDs approval related with construction
- Maintaining of quality of the work
- Maintaining safety requirements at site

## **Previous Work Experience**

### **Hirdaramani Group, Sri Lanka (From 2002 till May 2010)**

- Cluster Maintenance Engineer at **Hirdaramani Group of Companies**, No 279, Kahathuduwa Road Horana. Sri Lanka. With effect from March 2002.

#### **Core Functional Duties**

- Over looking Hirdaramani Group Maintenance work.
- Preparing of drawings related to new constructions.
- Preparing of Bill of quantities
- Tender evaluations
- Preparing of Time & Action plans and following up with contractors in order to achieve the deadlines set by the Management.
- Preparing of Maintenance manuals, preventive maintenance & periodic maintenance schedules on machineries & buildings.
- Follow up all servicing Generators, Chillers, Steam boilers, Compressors etc.
- Procurement of spares, tools and equipments requested.
- The role of Engineering & Technical personal in the administration of occupational safety & health in the Maintenance staff & factory.
- Maintaining Vendor list and grading them according to their performance.
- Follow up with Warf / commercial dept. for freight and insurance coverage for all goods imported.
- Follow up of all payments due to vendors with relevant account department.
- Over all control of materials handling & material management for technical store
- Technical training for technicians on latest equipments and tools, systems etc.
- Preparing of incentive schemes for the technicians
- Grading of technicians according to their skill levels
- Evaluating of their works & workmanship
- Load calculations related to Electricity, Steam & Pneumatic machineries and augmenting of the same as and when required.
- Selection of equipments & machinery.

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#### **Work related Qualifications**

- In **Auto - Mechanical Engineering** at Midas Group of Engineering Colleges Malaysia.
- Diploma in **Steam Boiler Systems and Other Thermal Energy Systems** at Institute Of Industrial Techno – Management Systems – Sri Lanka.
- Completed a Three days course in **Auto Motivation** at Aero Precision Resources SND BHD Malaysia.

- Completed a Two days course in **Workplace Safety & Health** at Ceylinco Insurance College – Sri Lanka.
  - Completed a One day course in **The Role of Engineering & Technical Personnel in the Administration of Occupational Safety & Health in the Industry** at Ceylinco Insurance College – Sri Lanka.
  - Completed a Four day course in **Fundamentals of Heating, Ventilating and Air Conditioning Systems** at Department of Mechanical Engineering University Of Moratuwa – Sri Lanka.
  - Completed a 4 years certificate course of **PROFICIENCY for SKILLED CRAFTSMAN** in the trade of Automobile mechanic at National Apprentice and Industrial Training Authority - Sri Lanka.
  - Completed a 6 months certificate course in **AUTO ELECTRONICS** at Rotary Auto Training Centre.
  - Completed a course of study in **LEYLAND FREIGHTER** at Leyland Vehicles Sri Lanka.
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### **Additional Experience**

- Completed Industrial Training at **PARKMAY (M) SDN BHD** Seremban, Malaysia.
- Worked as Stores Assistance For **Uni-Walkers Limited** Motor Spares & Maintenance Division Rajagiriya, Sri Lanka.
- Safety Officer (Fire Equipments & Health) Hirdaramani Industries Limited.

## **Academic Qualifications**

### **School Attended**

Piliyandala Central College,

Completed GCE Ordinary Level Examination in December 1992.

Completed GCE Advanced Level Examination Maths Stream in August 1994.

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### **Computer Qualifications**

- Certificate course in **PC ASSEMBLING & PC SERVICING** at Midas Group of Engineering Colleges Malaysia.
- Certificate course in **UBS COMPUTERIZED ACCOUNTING** at Midas Group of Engineering Colleges Malaysia.
- Certificate course in **Computer Hardware Engineering** at Raytronics International Sri Lanka.

- Completed a Diploma Course in **Computer Applications** at Infotel Computer School Sri Lanka.
  - Followed a course of study in **AUTO CAD** at Ceylinco Networking Technologies Sri Lanka.
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### **Additional Qualifications**

- Successfully completed a course of Training in "**The Leader in You**" with Lua Management Consultant Agency - Malaysia.
- Successfully completed a course of Training in Outward Bound Programme "**Weekend Challenge** " With Outward Bound Trust of Sri Lanka.
- Successfully completed a course of Training in Three Day Awareness Programme **Wild Life Trust** – Sri Lanka.

## **Co-Curricular and Extra-Curricular Activities**

### **Sports**

- Represented Midas Engineering College Cricket at Malaysia.
- Member of the College Volley Ball Team.
- Member of the College Cricket Team.
- Member of the Hirdaramani Industries Cricket team.

### **Clubs and Societies**

- Member of the international Student Council at Midas Engineering College Malaysia.
- Member of College Cadet Corp.
- Vice President of Buddhist Society.
- Member of Library Club.
- Team Leader of 5S Comity Hirdaramani Ind.
- Safety Officer (Fire Equipments & Health) Hirdaramani Ind.

## Personal Details

**First Name** : Anuradha de Costa  
**Surname** : Andara Costage  
**Date of Birth** : 25<sup>th</sup> September 1975  
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**Civil Status** : Married  
**National I. D.** : 752690383 V  
**Passport Number** : N 2243674  
**Driving License** : NDL 222560  
**Religion** : Buddhism  
**Languages** : Sinhala, English and Bahasha Malaysia

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*I hereby certify that the above particulars furnished by me are true and accurate.*

*Date*

*Anuradha de Costa*

## Referees

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Mr.: Dhammika Padeniya  
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