



SAHAN UDAYANGA

OPERATION MANAGER - WAREHOUSE

CONTACT

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Sahan Udayanga

Street 226, East Industrial Service
Road, Doha, Qatar.

PERSONAL INFO

- Full Name Karunanayaka
Mudiyanselage Sahan
Udayanga
- DOB 19 May 1987
- Gender Male
- Nationality Sri Lankan
- Civil Status Married
- NIC No 871400300V
- Passport No N11409129
- Visa Type Valid Visa with
Transferable

KEY SKILLS

- SAP Warehouse Management
- Operation Management
- Data Warehousing
- Office Administration
- Account Payable
- Inventory Management
- Supervisory Management
- Leadership

OBJECTIVE

As a hardworking, pro-active professional with an upbeat and positive attitude. I'm eager to work in a dynamic job environment utilizing possessed skills and experiences to obtain a demanding position, which brings about challenging spirit inside me. My job objective is to use my knowledge and skills to further learn and understand the intricacies of the job field. My career job is to be the highest position after obtaining relevant round experience

WORK EXPERIENCE

Operation Manager - Warehouse | March 2023 - July 2024

Ceylon Dubhe (Pvt) Ltd, Sri Lanka.

Responsibilities:

- Accomplishes warehouse operations by recruiting, selecting, training, and coaching employees.
- Overseas distribution, warehousing, and shipping. Develops warehouse operations systems by determining product handling and storage.
- Manages warehouse operations by stock control, inventory management, and motivating employee.
- Communicate with drivers to ensure efficient delivery of products.
- Develops warehouse operations systems by analyzing process workflow and implementing changes.
- Achieves warehouse operations by contributing recommendations and following policies.

Warehouse Keeper | October 2022 - March 2023

Ceylon Dubhe (Pvt) Ltd, Sri Lanka.

Responsibilities:

- Receive, pull stock, store, and maintain warehouse inventory.
- Responsible for the issuance of materials and supplies to all departments in the organization
- Scrutinize all deliveries and ensure that defective or incorrect items are returned.
- Responsible for stock control and housekeeping operations of warehouse cargo and items
- Key departmental orders into the inventory management system.
- Carry out minor maintenance or repair of storeroom material.
- Provide detailed reports on departmental charges.
- Responsible for the preparation of requisitions for supplies and materials.
- Responsible for the maintenance of inventory of parts and equipment on hand Keep documentation of materials and supplies issued.
- Responsible for the preparation of work orders for equipment repairs.
- Preserve records and prepare related reports.
- Examine stock and dispose of depreciated and obsolete stock following the organization's policy.

Inventory Officer - Warehouse | March 2016 - September 2022

Metal Fasteners (Mfr. Co. LLC - Saudi Arabia)

Responsibilities:

- Inventory Management - Receive & verify quantity and condition of products coming from overseas PO & LPO for the stock & continually sort out inventory issue as that arise.
- Issue materials for sales order and update transaction in SAP & LIMS (Logistic Inventory Management Systems).
- Shipping - Prepare packing list & completing all paper work of packing list for the delivery materials.
- To perform inventory checking including cycle counting.
- Prepare & sort documents/ data sheet for the purpose of data entry.
- Deal with all relevant branches & HQ and maintain a good communication relationship belongs to work

MEMBERSHIPS

- Member of Corporate Badminton Team at - Etisalat, Sri Lanka.
- Active Member of College Chess Team.
- Member of College Rugby Team.
- Member of College Scout Club.

LANGUAGES

- English ★★★★★
- Sinhala ★★★★★

REFERENCES

Mr. Nishantha Perera

Assistant Manager

Galle Face Hotel Colombo

Phone: +94 74 070 7149

Mr. Nihal Kothalawala

Chief Psychotherapist

Nawaloka Hospital PLC,

Colombo - 02, Sri Lanka.

Phone: +94 77 761 1584

Corporate Services Assistant | January 2013 - August 2015

Etisalat Lanka (Pvt) Ltd, Sri Lanka.

Responsibilities:

- Handling work related to learning of telecommunication sites (Other Operators' sites, In - building sites, Cellular sites on wheels and sites built on Government and Mahaweli Authority owned lands).
- Assisting in work related to sharing Etisalat owned sites by other operators.
- Maintaining site detail database and other relevant automated systems by updating and monitoring regularly.
- Responsible for processing rent payments relating to Etisalat owned sites and other operator's sites.
- Deal with all relevant stakeholders and regulatory authorities and maintain a good business relationship.
- Responsible for carrying out day to day activities to new projects.

Corporate Services Assistant | May 2012 - January 2013

Direct Mailing Services (Pvt) Ltd, Sri Lanka.

Responsibilities:

- Handling work related to learning of telecommunication sites (Other Operators' sites, In - building sites, Cellular sites on wheels and sites built on Government and Mahaweli Authority owned lands).
- Assisting in work related to sharing Etisalat owned sites by other operators.
- Maintaining site detail database and other relevant automated systems by updating and monitoring regularly.
- Responsible for processing rent payments relating to Etisalat owned sites and other operator's sites.
- Deal with all relevant stakeholders and regulatory authorities and maintain a good business relationship.
- Responsible for carrying out day to day activities to new projects

PROFESSIONAL QUALIFICATIONS

Diploma Course in Business Management (Part Time) | Jul 2009 - Dec 2009

Lalith Athulathmudali Vocational Training Center, Rathmalana, Sri Lanka.

Diploma Course in Business Management (Second Division) | Jul 2009 - Dec 2009

National Youth Services Council, Maharagama, Sri Lanka.

Certificate Course in Clerical Skills Development | Sep 2008

National Institute of Business Management (NIBM), Sri Lanka.

EDUCATIONS

Successfully Passed GCE Advanced Level Examination | 2006

Department of Examination, Sri Lanka. (Index No - 1068067)

Successfully Passed GCE Ordinary Level Examination | 2003

Department of Examination, Sri Lanka. (Index No - 30004160)

I do hereby declare that the above information is true and accurate to the best of my knowledge.

Yours Faithfully,

K. M. Sahan Udayanga