

Curriculum Vitae

Hasith Udayanga

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Career Objective

An opportunity seeker in any general category experienced in warehouse and store room duties and responsibilities.

Ready to join immediately and help organization to achieve its goals via my career experience.

Career Summary

2021 January – 2023 April

- Worked at Mass Potato Chips Manufacturing and Cheese Balls LLC as Ware-House Officer.
 - Responsible for store warehouse operations and maintenance work.
 - Receives and inspects all incoming materials and reconciles with purchase orders and processes and distributes documentation with purchase orders reports, documents and tracks damages and discrepancies on orders received.
 - Planning promotional campaigns for new products or specials.
 - Receive and forward all types of goods and deliveries in and out of the hotel to the correct point of storage area.
 - Ensuring that the store is kept clean and organized.
 - Mediating any confrontations between staff and clients, and de-escalating the situation.
 - Maintenance of Maintenance of chips manufacturing machines.

2013 February – 2020 October

- Worked at John Keels Supermarket Chain, Colombo, Sri Lanka as Warehouse Supervisor and Team Leader.
 - Handled all trainee staff and trained them.
 - Monitor and take inventory on regular basis to compile orders based on par levels or needs.
 - Maintain clear and organized records to ensure all reports and invoices are filed and stored properly.
 - Assisted in promotional activities for non-moving brands or items.

Professional Developments and Achievements

- Proven ability to relate and communicate with people and backgrounds.
- Strong analytical & problem solving skills
- Good planning Skills
- Positive and assertive
- Conscientious, flexible, versatile and determined
- Very adaptable for new position/project, cultured and easy-tempered engineering service.
- Self-starter and independent
- Able to work with a wide variety of team members and ready to be team player.
- Ability to adapt to situations quickly in any job related circumstances.

Educational Qualifications

Academic and Vocational Qualifications	
• National Vocational Qualification Level 4 in Computer Network Technician, Sri Lanka. • National Certificates in Engineering Craft Practice – Electronics (2011- 2012 Technical College, Sri Lanka	

Languages

	Writing	Speaking	Reading
English	Excellent	Excellent	Excellent
Hindi	--	Good	--

Above given details are considered as the truth from the best of my knowledge and this is a computer generated document and represents no signature.

Thank you.

B.M. Hasith Udayanga