



M.K. GAYAN DHANUSHKA

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Date of Birth : 1987-08-18
Nationality : Sri Lankan

PROFILE

To render a significant contribution to the organization I serve, through supreme quality, capability, confidence and management skills of high creativity, dedication and ability to take on challenges. I aim to achieve professional capacity through further hands-on experience and academic qualifications.

SKILLS

- Ability to work under pressure and achieve targets under tight deadlines
- Ability to handle complaints and communicate tasks
- Inherits a high sense of self-assurance and 'can do' attitude

EDUCATION

Certifications & Courses

Advanced Higher Diploma in Supplies & Materials Management

National Institute of Business Management

No: 120/5, Wijerama (Vidya) Mawatha, Colombo 07, Sri Lanka. 2020

G.C.E advanced level examination 2006 -Commerce

Sri subuthi national college – Battramulla
2006

G.C.E Ordinary level Examination 2003

Sri subuthi national college – Battramulla.

WORK EXPERIENCE

General Work Foreman – logistic & Warehouse

Building Construction Company **2022 June – 2026 June**

As a general work foreman typically, I have handled wide range of responsibilities and duties.

Roles & Responsibilities- Project at Site Works

- Oversee and streamline daily business operations to improve efficiency.
- Develop and implement process improvements to optimize workflow.
- Monitor operational performance and suggest improvements.
- Coordinate with different departments to ensure smooth operations.
- Manage budgets, expenses, and operational costs effectively.
- Ensure compliance with industry regulations and company policies.
- Identify bottlenecks and implement solutions for operational challenges.
- Assist in workforce planning and resource allocation.
- Prepare reports for senior management.
- Support business expansion and strategic initiatives.
- Evaluate vendor and supplier relationships to improve procurement efficiency.
- Monitor customer feedback and suggest improvements to enhance satisfaction.
- Establishing rules and policies for employees to follow in order to maintain a safe working environment in the warehouse.

Stores Non Executive

THE LION BREWERY CEYLON PLC, Biyagama

2019 February to 2022 April

Major Duties

- Inventory controlling with the existing resources at the specified levels of the industry while coordinating with other functions areas
- Working with tight schedules in an environment having low flexibility in process operations and maintaining schedules of Plant Machinery to get rid of the stock-out situations of materials and spare parts

LANGUAGES

English - Advance
Sinhala - Advance
Hindi - Elementary

- Having control over non-conformities with varied inputs and stores management abnormalities
- Maintaining stores service level efficiencies to deliver maximum output in a consistent quality
- Maintaining a 100% reliability of stock records with the existing resources
- Work with fully advanced ERP System base, stores operation
 - ✓ Material receives records
 - ✓ Updated Inventory records
 - ✓ Material usage records
 - ✓ Tool inventory records
 - ✓ ISO & HACCP Quality & Food Safety records
 - ✓ SAP operational information
- Handle and over look the overall operation (Raw material stores (cool room) /Packaging material stores/Engineering stores/Empty can stores /posm (promotional items) stores /Lubricant stores /chemical stores) Including receiving /issuing and FIFO maintain accurate system Processing (SAP) .
- Keep records and preparing Month -end reports .
- Maintains BIN cards and other Inventory related tools .
- Attending to mid year and year end stock taking and reconciliation .
- Coordinating with Procurement Packaging /QA /Brewing /Engineering /sales -marketing /Export Departments and getting the job done.

Restaurant Senior Supervisor

THE CHEESECAKE FACTORY – ALSHAYA GROUP (United Arab Emirates)

Mall Of Emirates (United Arab Emirates) - June 2016 - September 2018

- Attending to customers upon entrance
- Presenting menus and help customers select food/beverages
- Ensuring that checklists, requisitions and proper opening and closing functions are being completed each shift
- Communicate with guests and employees using a positive and clear speaking voice, listen to and understand requests, respond with appropriate actions and provide accurate information.
- Deal with complaints or problems with a positive attitude
- Maintain cleanliness of all outlets on a daily basis
- Complete other duties as assigned by the restaurant Manager or Executive Assistant Manager, Food & Beverage.

I already participate Restaurant Floor Supervisor course about Restaurant Floor Supervisor Duties And Responsibilities.

Merchandise Supervisor (in sales department)

AL SEER TRADING AGENCIES (DUBAI)

Duration - 2013 - July to 2015- July

Locations - Carrefour Hyper Super market international
- LULU Hyper super market International

Assigned Duties-Taking inventory in daily basis.

- Removing any expired or damaged products, replacing products, and meeting with store managers for re-ordering products.
- Assisting in strategies and producing goals for the company and
- Assisting to select food products during seasonal times, surveying stores, and forecasting products and sales.
- Communicating and assisting customers in case of complaint or issues and maintain an adequate customer service level.

THE LION BREWERY CEYLON PLC

Job Designation - **Logistics Executive**
Organization - LionBreweryCeylonPLC
Duration - 2011-February to 2013-July
Locations - SriLanka.

Assigned Duties - **Distributor coordination**

- **Expertise in SAP ERP System**
- **OBT training**
- **5s training**
- Strategically plan and manage logistics, warehouse, transportation and customer services
- Direct, optimize and coordinate full order cycle
- Keep track of quality, quantity, stock levels, delivery times, transport costs and efficiency
- Arrange warehouse, catalog goods, plan routes and process shipments
- Resolve any arising problems or complaints
- Prepare and complete orders for delivery or pickup according to schedule (load, pack, wrap, label, ship, deliver)
- Receive and process warehouse stock products (pick, unload, label, store)
- Perform inventory controls and keep quality standards high for audits
- Collect and send invoices to appropriate department
- Keep a clean and safe working environment and optimize space utilization

Work Coordinator - KIA Motors- Car Plan Ltd

Union Place -Sri Lanka.

November 2007 - December 2010

REFERENCES

- 1) **N.W CHETHANA SAMEERI**
Development officer-Ministry of Plantation
Tel no – +9471-5475662
Email id – csameeri87@gmail.com
- 2) **Shashika Wijesinha**
Commercial Maneger
Building Construction Company
Kingdom Suadi Arabia

I do hereby certify that all for going particulars are to the best of my knowledge and belief truth and accuracy. Thanks!

Yours faithfully,
M. K. Gayan Dhanushka