



Sanduni Perera

Graduator I Junior Executive- Supply Chain

PROFILE

I am committed to utilizing my skills to contribute to the success of a forward-thinking organization. I am excited to join a team that give values, Qualities while providing opportunities for professional growth and achievement.

PERSONAL INFORMATION

Full Name: Dodandeniya Sanduni Malki Perera

Birthdate: 18th December 1999

Age: 26

Gender: Female

Nationality: Sri Lanka

CONTACT



+94775611086



sandunimalki650@gmail.com



No 139. Thakshila Uyana,
Munagama, Horana



<http://linkedin.com/in/sanduni-perera-85b218251>

EDUCATION

- **BSc in Business Management (Logistics Management) (special) Degree | 2019 - 2023**

National School of Business Management, Green University Town

- **Complete General English Course | 2019**

National School of Business Management, Green University Town

- **G.C.E. A/L Examination in Commerce Stream | 2018 - A/L**

Sripalee Collage, Horana

WORK EXPERIENCE



Junior Executive- (Nov 2024- Sep 2026)

(Procurement merchandiser- Development)- Inqube Global (PVT) limited

- Maintained strong communication with suppliers to confirm order details, monitor delivery schedules.
- Assisted in the preparation and submission of credit/ advanced payment requests to suppliers
- Worked closely with the logistics team to arrange product pickups and ensure timely delivery
- Learned and managed the GRN process, ensuring accurate receipt and documentation of goods
- Creating the PO, Articles, Sales Orders, Indents in WFX System



Staff Assistant- (Jan 2023- Nov-2024)

(Commercial and Logistics) - Inqube Global (PVT) limited

- Work with free trade agreement (EU and Non-EU documentation handling (REX), ISFTA, APTA)
- Created the cost sheets for free trade agreements
- Learned and work with SAP system to create FG and RM GRN, DN Billing for internal sales reconciliation
- Learned and worked with WFX system for Sales Advance Shipment Notice & Sourcing ASN for Export
- Created SOR/EM/Currie sample invoice for Quarter shipments



Internship- One year (Jan 2022- Jan 2023)

(Commercial and Logistics) - Inqube Global (PVT) limited

- Created pre invoicing in WFX system for CUSDEC creation
- Knowledge about WFX Shipment Advise (SA) Process, Forwarder Invoicing and Payment invoicing handling
- Responsible for completing the job right quality and the right time

SKILLS

- ✓ Management Skills
- ✓ Microsoft Excel
- ✓ Management Skills
- ✓ Interpersonal Skills
- ✓ Microsoft Excel
- ✓ Time management
- ✓ Interpersonal Skills
- ✓ Ability to work as a Team
- ✓ Time management
- ✓ Work under pressure
- ✓ Ability to work as a Team
- ✓ Work under pressure

LANGUAGES

LANGUAGES

- Sinhala
- English
- Sinhala
- Tamil
- English
- Tamil

REFEREES

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Mr. Ajith Mullegama,

Mr. Ajith Mullegama,

Deputy General Manager,

Deputy General Manager,

Supply chain Inqube Global (PVT) Ltd,

Nawagamuwa South,

Supply chain Inqube Global (PVT) Ltd,

Nawagamuwa South,

Ranala,

Sri Lanka.

Ranala,

Mob: 0766275188

Sri Lanka.

Mob: 0766275188

Mr. Suranga Indeewar,

Department Manager-Moulding

Mr. Suranga Indeewar,

Crystal Martin Ceylon (PVT) Ltd,

Department Manager-Moulding

Wathupitiwala,

Crystal Martin Ceylon (PVT) Ltd,

Sri Lanka.

Wathupitiwala,

Mob: 0766275188

Sri Lanka.

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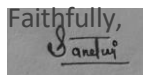
PROFESSIONAL QUALIFICATIONS

- ❖ Following a Diploma in Business Information Technology (DBIT) 2018

Siksil Institute of Business Information Technology (SIBT)

- General Member of the Retract Club at NSBM
- Member of Business Law Society in NSBM
- Member of Leo Club in NSBM
- Member of National gymnastic Association, Sri Lanka
- Member of the School Dancing Club (2010-2018)
- Junior Scout of the school scouting society (2011-2014)

I do hereby acknowledge the above-mentioned particulars are true & accurate as the best of knowledge.

Faithfully,


17/09/2026