

IRESHA UDAYA KUMARA

Address: Egaloya, Bulathsinhala **Phone:** +94 76 094 0181 **Email:** dilkiresha890@gmail.com

PROFESSIONAL PROFILE

Motivated, detail-oriented, and dependable professional with over 5 years of operational experience in warehouse management, system transactions (SAP & E-Kanban), material flow coordination, and documentation within the manufacturing sector. Currently pursuing the Advanced Certificate in Human Resource Management (HRM) at CIPM. Possesses strong computer literacy, multi-language fluency, and proven cross-departmental communication skills. Seeking an entry-level opportunity as an **Office Assistant**, **HR Assistant**, or **HR Intern** to leverage strong administrative, inventory control, and organizational capabilities.

KEY SKILLS & COMPETENCIES

Systems & Software:	Enterprise Systems (SAP), E-Kanban, MS Word, MS Excel, Email Management (Gmail / Outlook)
Administrative & Clerical:	Record Keeping, Audit Support, Label Printing, Documentation, Filing & Reports
Operations & Logistics:	Inventory Management, Shipment Dispatch, Material Input/Output, Supplier & Procurement Coordination
Interpersonal Skills:	Effective Communication, Problem Solving, Teamwork, Time Management, Attention to Detail

WORK EXPERIENCE

Warehouse Team Member MAS Bodyline (Pvt) Ltd, Pimbura	March 2021 – June 2026
- Managed warehouse operations and material movement efficiently using SAP and E-Kanban systems. - Performed precise material input and output transactions while handling all-round garment accessories. - Coordinated delivery shipments and ensured accurate, timely dispatch of raw materials. - Handled system-generated label printing and actively supported daily plant operational tasks. - Worked closely with Production, Procurement, and Supplier teams to maintain uninterrupted material workflow. - Supported warehouse compliance during internal and external audit processes. - Maintained exact inventory records while strictly upholding safety standards and 5S quality principles.	

EDUCATION & PROFESSIONAL QUALIFICATIONS

Advanced Certificate in Human Resource Management (HRM) — <i>CIPM Sri Lanka</i> (Reading - 2026)
Professional Certificates (Cyber Security, Child Psychology, Counselling & Psychology) — <i>Wellington College</i> (2025)
G.C.E. Ordinary Level — <i>St. Marius College, Mathugama</i> (2017)

PERSONAL DETAILS

Marital Status: Single
Religion: Roman Catholic
Languages: Sinhala (Fluent), Tamil (Fluent), English (Intermediate)

NON-RELATED REFERENCES

Mr. Tharanga Priyadarshana
Senior Executive – RMW | MAS Bodyline (Pvt) Ltd
Tel: +94 70 341 8038

Mr. K. Thushara Madushanka
Assistant – RMW | MAS Bodyline – Agalawatta
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