

# UDESHI CHATHURANGI PEREA

Udeshichathurangi149@gmail.com

071 - 1887958

No.112/B, Mawathgama, Halhota.

## E D U C A T I O N

|                                                                                                                           |                    |
|---------------------------------------------------------------------------------------------------------------------------|--------------------|
| <b>University of Vocational Technology - Rathmalana</b><br><i>Bachelor Technology of Industrial Management Technology</i> | <b>Present</b>     |
| <b>Sri Lanka Collage of Technology - Colombo 10</b><br><i>Higher National Diploma in Accounting</i>                       | <b>2018 - 2020</b> |
| <b>E-soft Metro Collage</b><br><i>Diploma in Information Technology</i>                                                   | <b>2024</b>        |
| <b>Institute of Human Resource Advancement (IHRA Colombo University)</b><br><i>Certificate Course in English Language</i> | <b>2021</b>        |
| <b>National Youth Services Council – Maharagama</b><br><i>Certificate Course in Tamil Language</i>                        | <b>2018</b>        |
| <b>Prajapathi Girls Collage – Horana</b><br><i>GCE A/L</i>                                                                | <b>2016</b>        |
| <b>Taxila junior Collage – Horana</b><br><i>GCE O/L</i>                                                                   | <b>2013</b>        |

## P R O F E S S I O N A L E X P E R I E N C E

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                    |
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| <b>Zigo Technology Pvt Ltd. (OMS Mobile Phone Accessories) - Horana</b><br><i>Administrative and Warehouse Coordinator</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>2024 - 2026</b> |
| <ul style="list-style-type: none"><li>• Supported management with administrative tasks, reporting, and operational planning.</li><li>• Employee B Card files.</li><li>• Prepare operational reports and ensure compliance with company procedures</li><li>• Coordinated with customers and internal departments to ensure smooth operations.</li><li>• Handle customer returns and damaged item</li><li>• Ensure orders are delivered accurately and on time</li><li>• Managing and resolving customer service issues</li><li>• Minimize stock damage, loss, and discrepancies</li></ul>                                                                            |                    |
| <b>Uswatte Confectionary Works Pvt Ltd - Millaniya</b><br><i>Assistant Storekeeper</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>2021 - 2023</b> |
| <ul style="list-style-type: none"><li>• Receiving finished goods from the production department</li><li>• Arranging and storing finished goods according to company procedures (FIFO/FEFO where applicable)</li><li>• Maintaining accurate stock records using inventory systems or manual registers</li><li>• Preparing delivery notes and other dispatch documentation</li><li>• Identifying and reporting damaged, expired, or missing stock</li><li>• Maintaining cleanliness, hygiene, and safety standards in the finished goods store</li><li>• Supporting the warehouse/store supervisor with daily operational activities and report preparation</li></ul> |                    |

**National Gem and Jewelry Authority – Colombo 03**  
*Intern (Procurement)*

**2020 - 2021**

- Documentation and Compliance
- Purchasing Process
- Supplier relationship management

## **EXTRA CURRICULAR ACTIVITIES**

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|-----------------------------------------------------------------------------------------------|-------------|
| <b>Leadership Experience</b> - Prefect board, Taxila Maha Vidyalaya Horana                    | <b>2013</b> |
| <b>Award Experience</b> - 3 <sup>rd</sup> Place essay writing - Sri Gunarathana Dhamma School | <b>2011</b> |

## **S K I L L S**

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|                              |                                              |
|------------------------------|----------------------------------------------|
| - Customer Service Skills    | - Microsoft Office (Word, Excel, PowerPoint) |
| - Teamwork and Collaboration | - Employee Records Management                |
| - Google Sheets              | - Excellent Communication Skill              |
| - Filing and Documentation   | - HR Documentation                           |

## **R E F E R E N C E S**

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Miss Maduri  
Storekeeper,  
Uswatte Confectionary Works Pvt Ltd,  
Millaniya, Bandaragama.  
072 - 3343527

Yvonne Mallawarachchi  
Assistant Director (Procurement),  
National Gem and jewelry Authority.  
Colombo 03.  
071 – 5362536

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Signature

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Date