

UDESHI CHATHURANGI PEREA

Udeshichathurangi149@gmail.com

071 - 1887958

No.112/B, Mawathgama, Halhota.

E D U C A T I O N

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

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

Zigo Technology Pvt Ltd. (OMS Mobile Phone Accessories) - Horana <i>Administrative and Warehouse Coordinator</i>	2024 - 2026
• Supported management with administrative tasks, reporting, and operational planning. • Employee B Card files. • Prepare operational reports and ensure compliance with company procedures • Coordinated with customers and internal departments to ensure smooth operations. • Handle customer returns and damaged item • Ensure orders are delivered accurately and on time • Managing and resolving customer service issues • Minimize stock damage, loss, and discrepancies	
Vision HR Solutions – Kaduwela <i>HR Assistant</i>	2023 – 2024
• Maintained employee records and HR databases. • Prepared employment contracts and HR documents. • Organized training and development programs. • Supported performance appraisal activities. • Performed general administrative duties to support the HR department • Maintained accurate personnel files and updated employee information. • Maintained and organized employee B Card files, ensuring all records were accurate, complete, and updated.	

Uswatte Confectionary Works Pvt Ltd - Millaniya**2021 - 2023***Assistant Storekeeper*

- Receiving finished goods from the production department
- Arranging and storing finished goods according to company procedures (FIFO/FEFO where applicable)
- Maintaining accurate stock records using inventory systems or manual registers
- Preparing delivery notes and other dispatch documentation
- Identifying and reporting damaged, expired, or missing stock
- Maintaining cleanliness, hygiene, and safety standards in the finished goods store
- Supporting the warehouse/store supervisor with daily operational activities and report preparation

National Gem and Jewelry Authority – Colombo 03**2020 - 2021***Intern (Procurement)*

- Documentation and Compliance
- Purchasing Process
- Supplier relationship management

EXTRA CURRICULAR ACTIVITIES

Leadership Experience - Prefect board, Taxila Maha Vidyalaya Horana **2013****Award Experience** - 3rd Place essay writing - Sri Gunarathana Dhamma School **2011****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

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.....
Date