



H. Sajith Perera

Logistics Executive/ GRO

Personal information

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☎ +971 52 443 1425

🏠 Dubai

📅 05th July 1994 (Sri Lankan)

👤 Married

Professional Summary

Self-motivated logistics, Customer service and sales experienced in coordinating and managing supply chain operations and Customer service operations. Skilled at Shipments handling, Documentation, storage and warehouse management, handling routing and transportation, and rate negotiation with suppliers and partners, Sales and Guests Handling.

Skills

- ★ Communication
- ★ Planning
- ★ Cost saving
- ★ Time management

Language

English - Fluent

Sinhala - Native

📁 Work experience

Receiving (Stores)

(Part time)

Le Meridien Dubai Hotel and Conference Center - Dubai

Tasks and Responsibilities;

- GRN Process.
- Check supplier access pass, grooming, cleanliness, vehicle and goods temperatures and quality.
- If there is any price difference adjust with purchasing department.
- To keep store neat, clean and orderly at all time.
- To store frozen/chilled/fresh items in working refrigerator and monitor the temperature of the chiller and refrigerator.
- To issue the inventory based on approved requisition form.
- Maintain a firm and amicable relationship with vendors' delivery persons.
- To follow up with Purchasing Department if the ordered items are not delivered on time.
- Create and send reports to the account department.

Guest Relation Officer (Recreation)

(Since 27th Jun 2021)

Le Meridien Dubai Hotel and Conference Center- Dubai

Tasks and Responsibilities;

Provide exceptional service with

- Greeting customers, Selling Memberships to outside guests, memberships systemizing, tracking active members, enrolling new members, Handling customer queries, Telephone Operations, Cashier handling, Cashing up balancing with invoices and banking.
- Handling hotel guest and achieving guest satisfaction score targets.
- Maintain the cleanliness of the department and follow-up maintenance.

Operations Executive

(2020 - 2021)

TVS Automotives (Pvt) Ltd - (Sri Lanka)

Tasks and Responsibilities;

- Shipments Handling.
- Clearing and Freight agents' selecting and handling.
- Receiving, unloading, counting and stocking physical inventory in the warehouse.
- Maintain safe and clean work environment by keeping shelves, inventory space and work stations neat.
- Perform stock takes bi-annually on all products in the warehouse.
- Ensure orders are processed efficiently and that the delivery of materials meets customers' expectations and business timelines.
- Monitor and maintain stock accuracy by ensuring physical stock is in line with the system and ensure all stock movements are recorded to ensure accuracy.
- Delivery arrangements according to customer orders.

References

Stefan Rupesingha
Manager Operations
TVS Automotives (Pvt) Ltd
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Mirza Ibracevic
Director of Recreation
Le Meridien Hotel and conference center -
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Operations Assistant TVS Automotives (Pvt) Ltd - (Sri Lanka)

(2017 - 2020)

Tasks and Responsibilities;

- Imports Documentation (Local and International LC's, Import Licenses, Insurances, Shipping guarantees arrangements and handling.
- Clearing and Freight agents' selecting with manager.
- Imports Managing (Process control to save demurrages, coordinate with suppliers, banks, clearing agents and freight agents).
- Payments manage (Suppliers, Agents, Insurance, Delivery Lorries).
- Systemize the shipment details.
- SLSI Sampling procedures on requirement.
- Other experiences - Sales Quotations, Shipments Costing and systemizing, Invoicing orders.

Internship

(2016 - 2017)

Samson Rubber industries (Pvt) Ltd - (Sri Lanka)

Tasks and Responsibilities;

- Engaged with Supplier selection.
- Orders placing and communicate with suppliers.
- Raw material and Factory material requirements supplies to factory.
- GRN Processes and Issuing process.
- Make pending orders and requisitions reports and send daily wise to the supplies chain manger.
- Work with IFS (ERP System) and MS Excel for all internal and external purchasing, Requirements Observations, Issuing of Materials and Report Creating.

High School Education

BSc in business management National School of business management (Conduct By University college Dublin)	2017 - 2019
Higher and Advanced Diploma in business management National Institute of Business management	2015 - 2017
Certificate of training Internet and E- commerce Amazon Lanka Computer Studies	2015
Diploma in Information technology & E- commerce E-soft Metro Campus, Colombo Head office	2014
Diploma in English language Lasallian English Academy, Colombo 15	2011

Secondary Education

GCE Advanced Level in Commerce Stream (Pass) St. Joseph's College - Colombo 10, Wattala branch	2013
GCE Ordinary Level in Commerce Stream (Pass) St. Joseph's College - Colombo 10, Wattala branch	2010

I hereby certify that above particulars furnished by me are true and accurate



Sajith Perera