

SANATH GUNATHILAKA

PERSONAL DETAILS

NATIONALITY : SRI LANKAN
GENDER : MALE
VISA STATUS : VISIT VISA
PASSPORT NO : N8247548
D.O.B : 07/10/1992
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ADDRESS : Al Nahda 1, Sharjah.
LANGUAGE : ENGLISH



OBJECTIVE

Effective communicator with excellent planning, organizational and problem-solving skills. Possess a focused; improve the sales with excellent relationship management skills. Team leader with the ability to recruit, train and mentor the team members. Team leader with the ability to recruit, train and mentor the team members.

SUMMARY OF SKILLS

- Inventory control.
- Negotiation.
- Stores arranging.
- Microsoft office.
- Purchasing.
- Typing.
- Cash handling.
- Data entry.
- Document control.
- Customer care.

EXPERIENCE

- Brandix apparel garment as a Quality Checker. (2013-2014)
 - Garment checking.
 - Measurement checking.
 - Damage checking.
 - Achieve the target.
- Asiri Hospital as a Receptionist. (2014-2017)
 - Grooming customer.
 - Billing Laboratory test.
 - Reading prescription.
 - Payment receiving.
 - Receipt issuing.
 - Information gives about laboratory test.
 - Report issuing.
- Lanka hospital as a Store Officer. (2018-2022)
 - Invoice handling.
 - Item receiving and retuning via delivery notes.
 - Stores arranging.
 - Document controlling.
 - Expire checking.
 - Item issuing.
 - Re-Order level maintain.
 - Data entry.

OTHER QUALIFICATION

- Followed computer certificate course about fundamental ICT at Sabaragamuwa Business School.
- Followed Logistic and Supply Material Management certificate course at Institute of Supply and Material Management. (ISMM)

DECLARATION

I hereby declare that the above-mentioned information is true to the best of my knowledge and belief.