



AJAN HANSAKA PERERA

Inventory Specialist

✉ ajanperera@gmail.com

📍 Abu Dhabi, UAE

🚩 Sri Lankan

✔ Readily available for Microsoft Teams & Zoom interviews

📄 Relocating to Colombo

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📅 1988-05-15

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📢 30 Days (UAE Contractual Notice)

PROFESSIONAL SUMMARY

Results-driven **Senior Inventory Planning & Warehouse Operations Specialist** with over **17+ years of total supply chain experience**, combining **14+ years in Sri Lanka**—highlighted by 6 years leading inventory and warehouse operations for a premier medical company as Assistant Manager at Medisurg International—with **3+ years of high-volume global experience across the UAE and KSA**. Seasoned leader adept at heading multi-tiered teams, optimizing large-scale warehouse layouts, and governing complex stock management using enterprise ERP systems (**SAP, Microsoft Dynamics 365, RIMSES EAM**). Deep expertise in chemical and hazardous materials handling (SDS/MSDS compliance), FIFO/FEFO stock rotation, medical/surgical inventory precision, and zero-downtime production support. Relocating to Sri Lanka to leverage cross-border regional insights and strong local management expertise in a senior inventory leadership role.

WORK EXPERIENCE

06/2025 – Present
Abu Dhabi

Ittihad Paper Mill

Store Keeper

- Supervise and lead a team of 10 forklift operators, ensuring safe and efficient material handling operations.
- Receive, inspect, and store raw materials, chemicals, spare parts, and consumables.
- Handle and store chemicals in compliance with SDS/MSDS requirements and company HSE procedures.
- Maintain accurate inventory records using SAP/ERP systems.
- Issue materials and chemicals to production and maintenance departments against approved requests.
- Monitor stock levels and coordinate timely replenishment to support uninterrupted production.
- Plan and coordinate forklift activities for loading, unloading, and internal material movements.
- Conduct daily, monthly, and annual stock counts and inventory audits.
- Ensure proper storage, labelling, segregation, and preservation of materials using FIFO/FEFO principles.
- Prepare GRNs, material issue vouchers, and inventory reports.
- Enforce warehouse safety, housekeeping, and environmental compliance.
- Coordinate with procurement, production, logistics, and HSE teams to ensure smooth warehouse operations.

09/2023 – 06/2025
Abu Dhabi / KSA

Aertssen Machinery Services LTD

Deputy Warehouse Admin

- Accept and inspect incoming spare parts to ensure they match purchase orders.
- Process goods receipts using SAP (Microsoft Dynamics 365).
- Maintain stock records and update EAM warehouse management system (RIMSES).
- Organize inventory for easy access and efficient space utilization.
- Manage stock transfers across different stores and project locations.
- Conduct physical inventory counts and reconcile findings with SAP.

09/2017 – 09/2023
Sri Lanka

Medisurg International (Pvt) Ltd

Assistant Manager - Inventory Control

- Prepare packing lists and ensure regulatory compliance for shipments.
- Maintained comprehensive knowledge of medical equipment and supplies.
- Managed inventory, ensuring stock availability to meet customer demands.
- Ensured compliance with medical regulations and safety standards.
- Assisted in training staff on medical products and customer service.
- Oversaw accurate order processing and timely delivery.
- Addressed customer inquiries and complaints with professionalism.
- Demonstrated medical equipment functionality to customers.
- Supported sales goals through collaboration with the Store Manager and teams.

11/2007 – 09/2017
Sri Lanka

Digital GSM Private Limited

Management Coordinator - Stores And Distribution

- Managed store operations: cash handling, inventory, and record-keeping.
- Oversaw stock movement, receiving, restocking, and resolving discrepancies.
- Evaluated stock supply, availability, and profit margins.
- Created items, categories, and pricing in ERP systems.
- Maintained records of sales, expenses, and employee performance.
- Monitored IT requirements and resolved technical issues.
- Ensured accurate promotions and pricing per company policies.

PROFESSIONAL EDUCATION

2026
UAE

OPERATIONS & SUPPLY CHAIN MANAGEMENT

Saylor University

Accreditation Service for International Schools, College, & Universities (ASIC)

2015
Sri Lanka

STORES MANAGEMENT

Institute Of Supply And Materials Management

ISMM

EDUCATION

1994 – 2007

St. Sebastian's College Moratuwa

PRIMARY EXAMS

2007

GCE Advanced Level Exam

Commerce Stream

2004

GCE Ordinary Level Exam

PROFESSIONAL SKILLS

- Inventory Management
- Warehouse & Store Operations
- Team Supervision & Training
- ERP & SAP Expertise
- Health & Safety Compliance

CERTIFICATES

Control of Substances Hazardous to Health

COSHH

Tatweer Consulting & Training

SOFTWARE SKILLS

- SAP
- QuickBooks & Tally
- Microsoft Office Suite
- Microsoft Dynamics 365
- RIMSES

ORGANISATIONS

2014 – Present **Old boys' Association - St. Sebastian's College**
General Committee Member
Chairman - Media & Publicity (2021 to 2023)

LANGUAGE

• English ● ● ● ● ● • Tamil ● ● ● ● ●

REFERENCE

Colombo 04 **Mr. Conrad T. Dissanayake**
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