

U. D. DUSHAN SANDARUWAN

PROFESSIONAL SUMMARY

Procurement and Stores professional with 9 years of experience in procurement operations, warehouse management, inventory control, and supply chain coordination within manufacturing environments. Skilled in local and international purchasing, SAP MM operations, supplier management, material planning, and cost control. Experienced in warehouse operations, stock accuracy, team supervision, process improvement, and ensuring smooth production support through efficient stores management.

AREAS OF EXPERTISE

- Strategic Procurement
- Warehouse Administration
- SAP MM System
- Vendor Evaluation
- Stock Control
- Local Sourcing
- CAPEX Procurement
- Supply Chain Operations
- Inventory Reporting
- Process Improvement
- Purchasing Operations
- Inventory Management
- Supplier Coordination
- Material Planning
- Import Purchasing
- Logistics Support
- Cost Management
- Audit Compliance
- Team Supervision
- Operational Coordination

WORK EXPERIENCE

ASSOCIATE EXECUTIVE – PROCUREMENT & STORES | 9 YEARS

Ceat Kalani International Tyres (Pvt) Ltd (Plant of Associated CEAT (Pvt) Ltd), Sri Lanka

Duties & Responsibilities

- Managed procurement and warehouse operations to ensure uninterrupted production.
- Coordinated local and international purchasing of raw materials, spare parts, machinery, and consumables.
- Prepared purchase orders, evaluated quotations, and managed supplier performance.
- Maintained procurement, inventory, and material records using SAP ERP (MM Module).
- Planned material requirements, monitored stock levels, and ensured timely replenishment.
- Supervised receiving, storage, issuance, dispatch, and return of materials.
- Led warehouse staff and maintained inventory accuracy using FIFO/FEFO practices.
- Coordinated with production, finance, logistics, and quality teams to support operations.
- Conducted stock verification, resolved inventory discrepancies, and prepared reports.
- Improved procurement, inventory, and warehouse processes to enhance operational efficiency and cost control.

PERSONAL INFO

NAME IN FULL :

Udukalage Don Dushan Sandaruwan

NIC : 931110764V

DOB : 20.04.1993

GENDER : Male

NATIONALITY : Sri Lankan

SOFT SKILLS

MULTITASKING

ADAPTABILITY

ANALYTICAL

TEAMWORK

ETHICS

PROBLEM-SOLVING

TIME MANAGEMENT

LANGUAGES

ENGLISH – FLUENT

SINHALA – NATIVE

CONTACT INFO



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Bandaragama, Sri Lanka

EDUCATION

B.SC. BUSINESS MANAGEMENT | SECOND CLASS

University College Dublin, Ireland

HIGHER DIPLOMA IN BUSINESS MANAGEMENT

National Institute of Business Management (NIBM), Sri Lanka

ADVANCED DIPLOMA IN BUSINESS MANAGEMENT

National Institute of Business Management (NIBM), Sri Lanka

DIPLOMA IN BUSINESS MANAGEMENT

Lalith Athulathmudali Vocational Training Center, Sri Lanka | 2013

CERTIFICATE COURSE IN BUSINESS MANAGEMENT

National Institute of Business Management (NIBM), Sri Lanka

EXTRA-CURRICULAR ACTIVITIES

- Member of the School Scout Team (2006-2009)
- Junior Prefect (2008-2009)
- Member and leader of 'Parisara Niyamu Bata'(2006-2009)

CORE SKILLS

- Verbal Communication : Recognized ability to communicate with a range of individuals from different cultures
- Collaborative Team Member : Ability to collaborate with team members and organize in all activities
- Leadership : Ability to "lead", influence or guide other individuals, teams, and organizations
- Reliable : Commended reliability as team member and supporter

REFERENCES

ARUNA WIJERAKSHITHA

Duputy Manager Maintenance
Associate Ceat (Pvt) Ltd
Mob: 0719474257

SHANTHA SAMARAKOON

Stores Manager
Powertech Cement (Pvt) Ltd
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Mob: 0763214833

