

Milan Perera

Manager- Warehouse & Material
Control



Personal details

-  Milan Perera
-  pushpakumaramilan@gmail.com
-  +9471-9565779
-  38/A, Kopiyawatta, Delduwa,
Wadduwa, Sri Lanka Wadduwa
-  July 31, 1992
-  Male
-  Sri Lanka
-  Married

Skills

- SAP B1 HANA system
- Advance Excel
- Problem solving
- Teamwork / collaboration
- Communication
- Leadership
- Time management
- Health and safety awareness
- Analytical skill
- Adaptability

Profile

13+ Year of experience as a Warehouse Assistant. Highly motivated with a solid work ethic, Maintains excellent time management and a great multitasker. Quick learner, organized, and professional. Dedicated to growing with a company. Mechanically inclined Quick learner Logical thinker Strong written and verbal communication skills also challenge and work oriented person.

Education

MBA	Reading
University of Sri Jayawardhanapura, Sri Lanka	
Postgraduate Diploma in Business Management	2023 - 2024
University of Sri Jayawardanapura, Sri Lanka	
Executive Diploma in Business Administrator	2022 - 2023
University Of Colombo, Sri Lanka	
Completed	
Advanced Diploma in Suppliers and Material Management	2019 - 2020
National Institute of Business Management (NIBM), Sri Lanka	
Advanced Certificate in Supply Chain Management (Management Level)	2017 - 2018
Institute of Supply and Material Management (ISMM), Sri Lanka	
Stores Management (Management Level)	2016
Institute of Supply and Material Management (ISMM), Sri Lanka	

Employment

Manager - Warehouse & Material Control	2025 – Present
Elcardo Industry Ltd, Rathmalana	
<ul style="list-style-type: none">Manage all Inventory levels two factories and all showrooms.Implementing existing System.Repairing Material forecasting and manage with purchasing department.SOPs Writing.Process Implementation.Repairing annual budget report.Training & Development.Inventory Auditing.	
Assistant Manager - Warehouse & Distribution	2023 – 2025
Richlife Dairies Ltd., Sri Lanka	
<ul style="list-style-type: none">Inventory management.Monthly Stock reconciliation with system & Physical.Arranging vehicles to island-wide distribution base on sale requirements.Making the payment of outsourced distribution vehicles.Arranging bowsers to Collect Milk from the centers and making its payment.	

Quick learner

Logical thinker

Languages

English

Sinhala

Tamil

Hobbies

■ Badminton

■ Debate

- Tightly monitoring customer returns.
- Daily stocking reconciliation of raw materials and finish goods.
- Managing peoples.
- Monitoring sale department sales forecast and arranging stocks and transportation to achieve their target.
- Monitoring staff transport & making their payment.

Warehouse Assistant and Inventory Controller

2014 - 2023

Rhino Roofing Products Ltd., Sri Lanka

- Manage the warehouse and factory inventory levels.
- Supervise and controlling the operation of goods entering and leaving.
- Recording all the transactions in the SAP B1 HANA system.
- Petty cash handling and local purchasing.
- Preparing monthly Stock reconciliation to Top Management.
- Self-auditing.

Construction Site Supervisor

2013 - 2014

George Stuarts Engineering, Sri Lanka

- Auto CAD Drawings.
- Labor Handling.
- Totally supervising all Construction works in site.

Courses

Course in Advance Excel

Completed

Following International Purchasing

Educational Qualifications

Completed GCE Advanced Level Examinations

2011 - 2011

Completed in 2011 at Dhammananda M.V Navodya (Commerce Stream)

Completed GCE Ordinary Level Examinations

2008 - 2008

Completed in 2008 at Dhammananda M.V Navodya

Extra Curricular Activities

Badminton District Championship

2018 - 2018

Participated in 2018

Senior Prefect

2009 - 2009

Year 2009

Member of the debate team

Competencies and Skills

Inventory and Supply Management

Monitoring inventory levels, ordering supplies, reviewing order requests, communicating with vendors, restocking items, organizing supply rooms, keeping accurate inventory records, answering phone calls.

Appsheet /Power BI

Specialist For application

Developing new applications to streamline ongoing system and creating Dashboard on Microsoft power BI.

References

Dr.Priyankara Seveviratne

Head of Human Resource Manager at St. Anthony's Ventures Limited Tel:077-3232353

Dr.Samantha Rathnayake

Senior management consultant/ Faculty member at PIM Tel:071-6859978

Strengths and Attributes

Personal Strengths

Adaptability, enthusiasm, and commitment are demonstrated in all areas of my work. Ability to achieve targets and meet deadlines within the time period given. Excellent interpersonal and communicational skills. Ability to perform well as a leader and team member without any supervision. Time Management / Communications / Teamwork / Problem Solving / Leadership.