**CHARITH WISVAJITH GAJANAYAKA**

**Full Work Rights**

2/2 Southbourne Avenue, Dandenong

🖂: gmcwgajanayaka@gmail.com |🕿: 0451731983

**CAREER PROFILE**

*A self-motivated team player with multi-talented career experience in Purchasing, Finance and IT function. 11 years manufacturing and cooperate work experience with ERP system (SAP).*

**SKILLS /LICENCE AND EXPERTISE**

|  |  |  |
| --- | --- | --- |
| * Software quality assurance * User awareness and training * Business Process Analysis/Mapping * Value Stream Mapping | * Systems and business Analysis * Prepare management support report * Risk Management | * Stakeholder Management * HR Management * SAP (MM/SD/PP/FICO) * Forklift Licence |

**CAREER OVEREVIEW**

**Software quality assurance Specialist –** 2016 (November) to 2018 (March)

*MAS Capital (pvt) Ltd (MAS Holdings) in Sri Lanka*

MAS holdings is South Asia’s largest manufacture of lingerie.

**Roles and Responsibilities**

* Gian knowledge on the organizational business process with respect to various systems/software (SAP) within the organization and understand business requirements and user expectations which will enable the ability to create various test cases and carry out relevant testing protocols during and at the end of the software development process whereby ensuring an error free system and satisfying user experience.
* User awareness and user training.

**SAP Controller–** 2012 (March) to 2016 (November)

*MAS Active Trading (pvt) Ltd (MAS Holdings) in Sri Lanka*

**Roles and Responsibilities**

* Hands on experience of the 5 modules in SAP (MM, SD, FICO, QM & PP).
* Core responsibility is to ensure that physical movements of stocks is recorded on the system real time without any delays.
* RM to FG process analysis, evaluation, verification & identification of risk factors of individual plants.
* Dealing with plant queries and providing support to rectify issues on the system and well as on physical movements.
* Monthly write off’s on SAP for RM, WIP & FG and subsequent write off meetings.
* Conducting by-annual Kaizens & new projects & monitor & review from time to time.
* Involved in Problem solving agendas. Which is known as PDCA (Plan Do Check Act)
* Weekly & monthly management reports will be circulated to department heads and other team members for control purposes & provisioning (RM, WIP & FG).
* Involvement in the Weekly operations meeting where all plant issues will be discussed at the end of the week with the presence of the GM’s & managers.
* Adoption of Lean concepts within the organization.
* Stock taking by-annual of each plant & reconciliations carried out & reporting to the Directors of the organization.
* Involved in special projects such as maintaining accurate inventory levels of sewing machines in the system & streamlining subsequent movements.
* Also provided trainings to plant personals on different agenda’s.

**Account Assistant–** 2010 (September) to 2012 (March)

*MAS Active Trading (pvt) Ltd (MAS Holdings) in Sri Lanka*

* Coordinate with suppliers in terms of invoice verifications and supplier payments to local and foreign suppliers including Avery Denision, Paxar Par East, and E.C.I. Elastic (40 venders).
* Checking/ referring to relevent documentation to ensure accuracy, addressing any concerns with relevant parties so as to facilitate timely and accurate payments.
* Preparation of Payment reconciliations for Major Suppliers.
* Attend to any issues/ concerns related to invoice issues, coordinating with relevant persons (internal/ external) to ensure the timely resolution of such issues.
* Make sure that the GRIR account is cleared before the expiry of 60 days from the date of the GRN.
* Ensure that all items are within over 60 days in the creditors age analysis.
* Ensure that there are no items over 30 days in the one-time vendor account.
* Handle vehicle rentral agreement and payments of Manager and above category.
* Handle and submit all cusdecs for all foreign payments.

**Purchasing & HR Assistant/–** 2006 (September) to 2010 (March)

*Shadowline (pvt) Ltd (MAS Holdings) in Sri Lanka*

* Handled petty cash float of Rs.1.8 million (Center, Nirmaana and Shadowline).
* Create material codes, Create PR/PO orders and negotiations with suppliers for general & Raw Materials.
* Handling CAPEX purchase orders and maintain all plant budgets and negotiate with suppliers in the processes.
* Involved in the recruitment process of the Machine Operators.
* Involved in handling Plant Audits.
* Took part as a Trainer in the OBT activities.

**EDUCATIONAL QUALIFICATIONS**

* Successfully completed the B.Sc. Honours degree (University College Dublin) in Business Management with a 2nd Class.
* Successfully completed B.Sc. in Management Advanced Diploma in Business Management – NIBM Sri Lanka (Aug-2010 / Dec-2011).
* Successfully completed the SAP Sales module, SAP purchasing module and SAP Bill of material module as SAP AFS 6.0 training (internal) at MAS Active in 2012.
* AAT part qualified

**NON RELATED REFERENCES**

References can be provided upon request.