

# Hansaka Wickramasinghe

## Warehouse Admin Assistant

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Dubai World Center, Dubai South, United Arab Emirates.



### Personal Details

- Passport No : N7137097
- Visa Status : Employment
- Date of Birth : 23 June 1993
- Gender : Male
- Marital Status : Single
- Religion : Buddhist
- Nationality : Sri Lankan

### Skill Highlights

- Excellent communication
- Taking responsibility
- Attention to Detail
- Time Management
- Team work
- Adaptability
- Multi-tasking skills
- Physical Stamina
- Food Safety & Hygiene
- Problem Solving
- Hard Working
- Fast Learning Skills
- Eye of accuracy
- Self-motivated
- Sense of ethics

### Educational Qualifications

- Passed GCE Ordinary Level examination Sri Lanka (2009)
- Passed GCE Advanced Level examination Sri Lanka (2012)
- Studied Microsoft Office
- Studied Certificate of Banking and Finance

### Languages

Sinhala (Native)

English

Hindi

### Professional Summary

Dedicated logistics team member with knowledge and skill in warehousing, distribution, goods returns and 3PL operations with 6 years of professional experience. To seek and maintain full time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

### Brief Summary

- Warehouse administrative support
- Stock movement management
- Daily goods returns reporting
- Warehouse operation coordination
- Consignment receiving handling
- Order allocations and fulfilment management
- Implementing regular distribution schedules
- Stock reconciliation assistance
- Third party logistics tasks
- Knowledge in WMS related to logistics procedures

### Work History



**National Trading and Developing Enterprises (NTDE) – Dubai, UAE**  
**Warehouse Admin Assistant – September 2018 to Current**

- Managed logistical administration to support sales team.
- Liaised with different departments for smooth logistics operation.
- Analyzed inventory reports to ensure strong stock availability for orders.
- Investigated stock discrepancies and followed stock adjustment procedures for necessary rectifications.
- Managed inventories with updating stock movement data on time for maintaining accurate records.
- Checked and provided proper picking instructions of stocks to operational teams based on daily sales orders by using warehouse management system.
- Coordinated dispatching of goods according to regular distribution schedules to reliably meet delivery requirements during estimated time frame.
- Collected complete details of all delivery returns and discussed with sales coordinators for next cause of action.
- Successfully resolved customer issues with proper communications.
- Handled goods returns from customers and arranged refunds by processing credit notes through warehouse management system.
- Processed required location transfers and destructions of returned goods as per their physical condition.
- Updated accurate records related to warehousing, distribution and goods returns operations in warehouse management system.
- Completed and maintained accurate documentation for audit reporting and administrative purposes.
- Switched between different jobs quickly to maximize efficiency and productivity.
- Followed standard operating procedures to ensure high quality service delivery.