

ANURANGA SURESH

Warehouse Clerk



Dedicated and detail-oriented warehouse operations professional with over 9 years of experience in Shipping and Receiving across diverse environments in Sri Lanka and Doha, Qatar. Skilled in managing inventory, processing accurate orders, and maintaining precise data records to ensure smooth warehouse functions. Proven ability to resolve issues between shipping and receiving, and to troubleshoot organizational challenges effectively. Bilingual in English and Hindi with strong communication and interpersonal skills. Committed to delivering high-quality, efficient service and supporting overall operational excellence in fast-paced logistics settings.

✉ anurangasuresh26@gmail.com

📍 Dubai – United Arab Emirates

☎ +971 – 056 3677 684

WORK EXPERIENCE

Warehouse Clerk

Macktile Lanka

📅 2020 - 2024

📍 BANDARAGAMA, SRI LANKA

As a Warehouse Clerk, I coordinated with carriers to ensure timely shipments and maintained accurate inventory to support efficient operations. I assisted in packaging and delivering goods according to shipping schedules and utilized Warehouse Management Systems (WMS) to track inventory and optimize warehouse processes.

Shipping Clerk

Ready Mix Qatar Ltd

📅 2014 – 2019

📍 DOHA, QATAR

As a Shipping & Receiving, I managed operations across multiple production sites, overseeing up to two plants to ensure efficiency and timely output. Included production planning, order management, and scheduling while utilizing GPS tracking for site monitoring.

Audit Assistant

Lanka Salt Ltd

📅 2009 - 2014

📍 HAMBANTOTA, SRI LANKA

As an Audit Assistant, I was responsible for data entry and the preparation of reconciliations to ensure accuracy in financial records.

CERTIFICATE

Forklift operator training

V-Test.com Pvt. Ltd

Consultant

Sri Lanka Red Cross Society

SKILLS

Forklift Operator

Customer Coordinating

Document Enter

Data Entry and Management in Excel

Organizational Skills

Team Collaboration

Inventory Management

Safety Compliance

STRENGTHS

» Giving Safety Instructions

» Attention to Detail

» Problem Solving

ACHIEVEMENTS

Best Employee certificate - 2023

Macktile Lanka - Warehouse Clerk Recognized for outstanding performance, reliability and commitment to efficiency in warehouse operations.

Performing duties honestly - 2012

Recognized for identifying and reporting a financial fraud during audit procedures.

LANGUAGES

English ●●●●●

Proficient

Hindi ●●●●●

Proficient

Date : 25 May 2025

Ref. No. : 11786/25

CERTIFICATE OF EMPLOYMENT

To whom it may concern:

This is to certify that **Mr. Anuranga Suresh Gunawardana** was employed with Readymix Qatar as Shipping Clerk from 24th May 2014 until 16th September 2019.

This certificate has been issued upon the request of the above-named employee for whatever purpose it may serve him.

We wish him all success in his future endeavors.

Sincerely,

For READYMIX QATAR LTD.


Mary Ann Chiuco
Country Head of HR





CERTIFICATE OF RECOGNITION

Awarded for the
outstanding dedication and commitment
of

MR. SURESH GUNAWARDHANA

who was a **member** of the team
that built

“Sri Lanka’s Largest Tile Factory”


CONSULTANT


MANAGING DIRECTOR



14th December 2022