

Vipula Rajakaruna

E-mail : rajakarunavipula@gmail.com

Phone : +971 50 8974523

Address: Ajman, United Arab Emirates

Career Objectives

I enjoy learning new skills and new technologies. I am looking for a challenging position in a field where I can gain valuable experience and can contribute to the success and growth of the organization and to my country through utilization of my knowledge and work experience.

I have more than 15 years experience in Production Supervising, Labour Supervising, Warehousing, and Store Keeping. I am experienced in Plastic Production, Garment Industry, and have great knowledge and skills in regards with planning and arranging for dispatch of orders and materials.

I have experience working in hotel and restaurants as cashier, server, food counter attendant, kitchen helper, and waiter. I can adapt well to changes and is eager to learn new things and continuously acquire new skills.

Professional Qualification

- Successfully completed the Data Entry Specialist Training Course in Turn Key Systems, Colombo - 1999
- Working knowledge of Microsoft Office (Word, Excel, Access, etc.) and Mailing
- Knowledge of Programming, Fox Pro DOS Version 2.5
- Knowledge of PeachTree (Sage Accounting Software)
- Experienced in Production Planning, Quality Control and Labour Supervising
- Experienced in Warehousing, Storekeeping, Dispatching and handling materials
- Experienced in working in Garment Industry, Plastic Manufacturing, and Hotel and Restaurant Cashier and food server
- Working knowledge in Hydraulic Moulding Machine, Electro Plating and Fiber Fabricating

Work experience

Safeline Plastic Factory LLC

June 2022 — Present

Production and Quality Coordinator

- Responsible for the production planning and manufacturing of roughly 230+ tons worth of orders per month
- Supervising production and labor works of about 85 helpers and machine operators
- Office Management, data entry, and document control responsibilities in the factory
- Coordinating the flow of production of current and incoming projects
- Managing monthly stock reports
- Making sure that all orders are made as per the quality standards and matching the client's specifications
- Supervising all machines (cutting, printing, recycling, extruder) are working properly
- Great knowledge of LLDPE/HDPE
- Making all the samples as per the specifications required by the customer
- Receiving all the materials from the suppliers
- Preparing delivery notes and dispatch
- Warehousing and Material Handling
- Storekeeping

Salina Limited Company - Ajman, UAE

June 2014 — June 2022

Production Coordinator with Storekeeping/Warehousing

- Preparing delivery notes and dispatch
- Experienced in supervising labor works and the production
- Office Management, data entry, and document control responsibilities in the factory
- Coordinating the flow of production of current and incoming projects
- Managing monthly stock reports
- Making sure that all orders are made as per the quality standards and matching the client's specifications
- Supervising all machines (cutting, printing, recycling, extruder) are working properly
- Great knowledge of LLDPE/HDPE
- Making all the samples as per the specifications required by the customer
- Receiving all the materials from the suppliers.
- Warehousing and Material Handling

Geethani Embroidery Industries PVT LTD

June 2008 — April 2014

Marketing Executive and Delivery In-Charge

- Preparing delivery notes and arranging the dispatch of orders
- Direct contact with the suppliers and developing the samples according to the specification of the orders
- Make all the bidding documents and applying for the bidding guarantees.
- Handling all the imports and delivering the goods to the respective military camps
- Collect all the payments and supervise the embroidery plant
- Warehousing and Material Handling
- Storekeeping

Ranliya Garments

May 2003 — May 2008

Production Planning Assistant and Shipment In-Charge

- Provide all the embroidery and printing parts of garments for production lines
- Make the production lines as per the shipping dates
- Monitor all the production details for morning meetings
- Arrange the shipments and final checking reports
- Dispatching
- Warehousing and Material Handling

Marie de Classique Attire (Pvt) LTD

March 2001 — August 2003

Quality Control and Warehousing/Material Handling

- Developing all the accessories for garment care (care and main labels, zipper, tags, etc)
- Make the samples as per the buyer's specifications
- Developing all the size sets
- Responsible for purchasing all the fabric and other accessories according to the order
- Handling the Importing and Exporting of the shipments
- Handling and supervising the store
- Performing all computer and data entry works
- Warehousing and Material Handling

Sweet House (Pvt) LTD

February 2000 — February 2001

Sales Promotion

- Sales promotion doing the new outlets
- Worked the cash register and responsible for the receiving cash payments
- Performing all computer and data entry works

The Laundro Mat (Pvt) LTD

August 1999 — November 1999

Sales Promotion

- Sales promotion doing the new outlets
- Responsible for receiving the cash payments
- Performing all the data entry work

Sri Lankan Navy

Communicator Rank Able Seaman

1990 — 1999

Extra Curricular Activities

Played under 15 School Cricket Team

Education

GCE Ordinary Level Passed

Kottawa Darmaphala

1987

Declaration

I hereby declare that all the above mentioned information are true and correct to the best of my knowledge.

Respectfully yours,

Vipula Rajakaruna