

JANATH PERERA

Senior Document Controller | Manager Administration Projects | EA

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PROFESSIONAL SUMMARY

Dynamic and results-driven professional with **15+ years of comprehensive global experience** From **France to Qatar, Saudi Arabia, Sri Lanka, and UAE** in **document control, administration, operations management, and project coordination** across diverse industries, including construction, real estate, logistics, and consulting. Proven track record of **streamlining processes, optimizing workflows, and ensuring compliance with ISO standards** while managing large-scale projects and cross-functional teams. Adept at **leading procurement, logistics, and supply chain operations**, as well as providing strategic support to C-level executives. Recognized for delivering **cost savings, improving operational efficiency, and enhancing organizational productivity**. Seeking to leverage my expertise to contribute to innovative projects and drive organizational success.

CORE COMPETENCIES

- **Document Control & Compliance:** ISO Standards, Aconex, SharePoint, SAP, Oracle, EDMS, DDM
 - **Project Coordination & Administration:** Cross-functional team leadership, stakeholder engagement, and progress monitoring
 - **Operations Management:** Process optimization, procurement, logistics, and supply chain management
 - **Executive Support:** C-level liaison, strategic planning, and decision-making support
 - **Technical Proficiency:** Advanced Microsoft Office Suite (Excel, Word, PowerPoint), ERP systems (SAP, Oracle), and project management tools
 - **Leadership & Collaboration:** Team supervision, performance management, and cross-functional collaboration
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PROFESSIONAL EXPERIENCE

Manager Administration & Senior Coordinator

Maisons Bruno Petit | Chateauroux, France | *June 2022 – Dec 2024*

- Spearheaded coordination between architects, engineers, subcontractors, and clients, ensuring seamless project execution and timely delivery.
- Monitored project progress, prepared detailed status reports, and presented updates to senior management and stakeholders.
- Streamlined procurement processes, including local and international purchase orders, achieving **10% cost savings** through strategic vendor negotiations.
- Maintained comprehensive project documentation, ensuring compliance with organizational standards and ISO requirements.

Manager Operations & Marketing

EU Embrace International Pvt Ltd | Ja-Ela, Sri Lanka | *Sep 2018 – Nov 2021*

- Oversaw administration, logistics, and marketing operations, reporting directly to the Chairman and driving operational efficiency.
- Organized international delegations, promotional events, and CSR programs, enhancing brand visibility and market presence.
- Achieved monthly revenue targets by generating sales leads and implementing cost-effective strategies to minimize overheads.
- Conducted training programs and presentations to motivate staff, resulting in a **15% improvement in team performance**.

Assistant Manager & Lead Document Controller

Dubai Properties LLC | Dubai, UAE | *June 2014 – July 2018*

- Led cross-functional teams to deliver **16 projects on time and within budget**, ensuring compliance with ISO standards and project distribution matrices (DDM & EDMS).
- Implemented a centralized document archiving system, reducing data retrieval time by **30%** and improving accessibility.
- Streamlined procurement processes, negotiated contracts, and maintained project budgets, achieving **10% cost savings**.
- Supervised a team of document controllers, ensuring adherence to compliance standards and project documentation protocols.

Management Executive – Operations

ABC Group of Companies | Colombo, Sri Lanka | *March 2012 – April 2014*

- Managed operations across **8 subsidiaries**, identifying opportunities for process improvement and new business ventures.
- Optimized logistics, cargo operations, and supply chain processes, delivering cost-effective solutions and improving efficiency.
- Negotiated partnerships and joint ventures, providing feasibility analysis and strategic recommendations to senior management.
- Conducted performance reviews and implemented strategies to enhance productivity and operational effectiveness.

Project Administrator & Executive Assistant

Mahar International / First Saudi Energy | Riyadh, Saudi Arabia | *Jan 2010 – Feb 2012*

- Managed HR activities, personnel administration, and compliance with labor laws and company policies.
- Prepared progress reports, contractual documents, and change orders for construction projects, ensuring accuracy and compliance.
- Coordinated project execution between clients, internal teams, and subcontractors, ensuring timely delivery and adherence to project timelines.
- Developed and implemented procedures to monitor contractor performance and project compliance.

Senior Project Coordinator & Document Controller

TADMUR Contracting & Trading Est. | Doha, Qatar | *May 2005 – Nov 2009*

- Handled procurement, logistics, and document control for large-scale construction projects, ensuring compliance with ISO standards.
- Negotiated LC terms with foreign suppliers, ensuring timely clearance of shipments and cost-effective procurement.
- Supervised HR activities, including recruitment, onboarding, and employee relations, fostering a positive work environment.
- Maintained project correspondence, transmittal logs, and compliance documentation, ensuring accuracy and accessibility.

Banking Assistant

Seylan Bank Ltd. | Colombo, Sri Lanka | *Feb 2001 – March 2005*

- Managed back-office operations, customer correspondence, and account documentation, ensuring accuracy and compliance.
- Prepared monthly reports, statements, and settlements for trade services, contributing to the branch's success in winning the **Best Branch Award (2002)**.
- Promoted banking products and services, driving customer engagement and revenue growth.

EDUCATION & CERTIFICATIONS

- **BA in Business Management** | External Degree | *2002*
- **G.C.E. Advanced Level** | *1996*
- **G.C.E. Ordinary Level** | *1993*

TECHNICAL SKILLS

- **Software:** Microsoft Office Suite (Excel, Word, PowerPoint), Aconex, SAP, Oracle, SharePoint
- **Documentation:** ISO Standards, Project Close-Out Reports, RFIs, MEPs
- **Languages:** English (Fluent), Sinhala (Native)

ADDITIONAL INFORMATION

- **Driving Licenses:** Qatar, Saudi Arabia
- **References:** Available upon request

PERSONAL STATEMENT

I am a highly adaptable and results-oriented professional with a proven ability to thrive in dynamic, fast-paced environments. My extensive experience in **administration, project coordination, and document control**, combined with my strong interpersonal and leadership skills, enables me to deliver exceptional results while fostering collaboration and efficiency. I am passionate about contributing to innovative projects, where I can leverage my expertise to support groundbreaking initiatives and drive organizational success. I am eager to bring my skills, dedication, and vision to your team and contribute to the realization of your company's ambitious goals.