



LAKINDU MADAPATHAGE

Date of birth : 10/10/1976 | **Nationality :** Sri Lankan | **Gender :** Male |
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● ABOUT ME

I am a highly motivated and reliable individual with a strong interest in warehouse operations and inventory management. Although I am new to the role, I am eager to apply my strong organizational skills, attention to detail, and ability to work efficiently in a fast-paced environment. I am a quick learner, committed to maintaining high standards of accuracy and safety. I thrive in team settings and am always ready to assist colleagues to ensure smooth warehouse operations. My dedication to delivering excellent service and ensuring timely order fulfillment makes me an ideal candidate for a warehouse assistant role.

● WORK EXPERIENCE

United Arab Emirates - (U.A.E.)

STORE KEEPER (2017 DEC TO 2026 MAY) (9 Years) DUBAI HOLDINGS

Inventory Management

- Monitor and manage stock levels, ensuring that there is sufficient inventory to meet demand without overstocking.
- Track stock movement using inventory management systems or software, ensuring that all incoming and outgoing stock is accurately recorded.
- Maintain up-to-date and accurate records of stock, including stock receipts, transfers, returns, and deliveries.
- Conduct regular stock audits and physical counts to reconcile inventory records with actual stock levels.

Reordering and Stock Replenishment

- Analyze sales patterns, demand forecasts, and inventory levels to determine when and how much stock to reorder.
- Place orders with suppliers based on stock level analysis, ensuring timely and cost-effective replenishment of products.
- Coordinate with the procurement or purchasing department to ensure that orders are placed and received on time.
- Monitor lead times and stock delivery schedules to ensure that inventory levels are maintained.

Stock Movement and Distribution

- Oversee the proper distribution of stock to different departments, stores, or locations as required.
- Ensure that stock is moved in a systematic manner to maintain organization and avoid inventory discrepancies.
- Implement and manage stock rotation practices, such as FIFO (First In, First Out) or LIFO (Last In, First Out), to reduce the risk of inventory becoming obsolete or expired.

Stock Organization and Storage

- Ensure that stock is stored in a safe, clean, and organized manner to prevent damage, theft, or loss.
- Optimize storage space and layout to maximize warehouse efficiency and accessibility of stock.
- Categorize products for easy identification and retrieval, labeling items appropriately.

Reporting and Documentation

- Prepare and maintain accurate records of stock levels, stock movements, and inventory transactions.
- Generate regular reports for management, detailing stock levels, discrepancies, sales trends, and other key metrics.
- Monitor stock turnover rates and identify slow-moving items, taking necessary actions to avoid excess inventory or obsolescence.

Qatar

STOREKEEPER (2012-2015) QATAR AIRWAYS

Inventory Management

- Monitor and maintain stock levels to ensure that goods are available when needed while avoiding overstocking.
- Record all incoming and outgoing stock accurately using inventory management software or manual logs.
- Perform regular stock checks and reconcile physical stock with inventory records.
- Assist in forecasting future stock requirements based on usage patterns and sales trends.

.Receiving and Inspecting Goods

- Receive deliveries and verify the quantity and quality of goods against purchase orders or delivery notes.
- Inspect goods for damage or defects, and report any discrepancies or issues to the appropriate department or supplier.
- Ensure that received goods are stored correctly in designated areas, according to their storage requirements.

.Stock Organization and Storage

- Ensure that products are stored in an organized and systematic manner to facilitate easy access and minimize handling time.
- Follow stock rotation practices (e.g., FIFO—First In, First Out) to ensure that older stock is used first to prevent expiration or obsolescence.
- Maintain a clean, organized, and safe storage area, ensuring that items are properly labeled and easy to locate.

.Issuing and Distributing Goods

- Issue materials and products to internal departments, employees, or customers based on requests or orders.
- Ensure accurate records of items issued and maintain proper documentation (e.g., delivery notes, requisition forms).
- Assist with the preparation of goods for dispatch, ensuring proper packing and labeling for safe transport.

.Stock Replenishment and Reordering

- Monitor stock levels and alert management when stock is low, recommending reorder quantities.
- Assist with stock replenishment by placing orders with suppliers and ensuring timely deliveries.
- Track the progress of orders and follow up with suppliers on late or incomplete shipments.

Qatar

ASSISTANT MERCHANDISER (2015-2017) QATAR AIRWAYS

Product Selection and Inventory Management

- Assist in selecting and sourcing products for the store or online platforms based on market trends, sales data, and customer preferences.
- Support the development of seasonal ranges, promotional campaigns, and new product introductions.
- Help manage stock levels by forecasting demand and ensuring that the right amount of inventory is available.

.Visual Merchandising and Store Displays

- Assist with designing and implementing visually appealing store displays that attract customers and highlight key products.
- Ensure that products are properly arranged and displayed according to the merchandising guidelines.

.Sales Analysis and Reporting

- Monitor and analyze sales performance data to identify top-selling products and areas for improvement.
- Prepare reports on sales trends, inventory levels, and stock movement to support decision-making.
- Assist in analyzing competitor activity and market trends to identify potential opportunities or threats.

.Product Pricing and Promotions

- Assist with pricing strategies, ensuring that products are competitively priced while maintaining profit margins.
- Help coordinate promotional activities, including seasonal sales, discounts, and product bundles.
- Monitor the success of promotions and suggest improvements for future campaigns.

ASSISTANT STORES MANAGER (2005-2011) HIRDARAMANI INDUSTRIES (PVT) LTD - (06 YEARS)

Team Leadership and Staff Supervision

- Assist in recruiting, training, and developing store staff to provide excellent customer service and achieve sales targets.
- Supervise and motivate team members to ensure that store policies, procedures, and customer service standards are met.

.Sales and Customer Service

- Ensure the store meets or exceeds sales targets by actively promoting products and driving customer engagement.
- Resolve customer complaints or concerns in a professional and efficient manner, ensuring high levels of customer satisfaction.
- Oversee the sales floor to ensure that customers receive assistance, and that products are available and properly displayed.

.Inventory Management and Stock Control

- Assist in managing inventory levels, ensuring that stock is well-organized, adequately stocked, and properly displayed.
- Work with the store manager to conduct regular stock checks and assist in inventory replenishment.
- Monitor stock levels to prevent over stocking or stock outs and ensure that items are properly rotated.
- Ensure product displays are attractive, well-stocked, and aligned with company guidelines.
- Regularly review product placement, signage, and displays to maintain a high standard of store presentation.

STORES EXECUTIVE (2004-2005) CEYLINCO SEMBCORP (PVT) LTD (01 YEARS)

Inventory Management

- Oversee the entire inventory management process, including receiving, storing, and issuing goods.
- Ensure accurate and up-to-date records of stock levels in the system.
- Conduct regular stock audits and reconciliations to ensure accuracy between physical stock and system data.
- Implement and manage stock rotation practices (e.g., FIFO or LIFO) to minimize waste or spoilage.

Procurement and Replenishment

- Collaborate with the procurement team to forecast inventory needs and reorder stock in a timely manner.
- Monitor inventory levels and identify trends to ensure the right products are available at the right time.
- Work with suppliers to negotiate favorable terms and ensure timely delivery of goods.

Stock Control and Distribution

- Manage the distribution of goods to various departments or customers based on orders or requests.
- Ensure that goods are properly labeled, stored, and tracked to avoid loss, damage, or errors.
- Oversee the efficient handling of products in the warehouse or storage facility, including physical movement, storage, and transportation.

Warehousing and Storage Oversight

- Supervise the overall storage area, ensuring that goods are stored correctly and in compliance with safety and regulatory standards.
- Optimize warehouse layout and shelving to maximize space and improve accessibility.
- Ensure proper handling of hazardous materials or special items requiring specific storage conditions.

STORES CLERK (1998-2004) RICHARD PIERIS DISTRIBUTION LTD - (06 YEARS)

Inventory Management

- Monitor and maintain stock levels to ensure availability of materials and supplies.
- Conduct regular stock checks and reconcile physical stock with records to ensure accuracy.
- Update inventory records promptly when stock is received or dispatched.
- Assist with inventory forecasting and reordering of supplies when stock levels are low.

Receiving Goods

- Receive incoming deliveries, verifying items against purchase orders or delivery notes.
- Inspect goods for quality, quantity, and damages, and report any discrepancies to management.
- Ensure that goods are stored appropriately in the correct locations according to inventory control procedures.

Issuing and Dispatching Goods

- Issue materials or supplies to departments or employees based on requests.
- Ensure that items are picked, packed, and dispatched accurately and in a timely manner.
- Maintain accurate records of materials issued and ensure proper documentation.

Stock Organization and Storage

- Store items in an organized manner to facilitate easy access and to avoid damage.
- Follow proper stock rotation (e.g., FIFO-First In, First Out) to ensure that older stock is used before newer stock.
- Ensure that items are stored safely, following any special handling or storage requirements (e.g., temperature-sensitive goods, hazardous materials).

Sri Lanka

ACCOUNTS CLERK (1996-1998) GODAGAMA TEXTILE INDUSTRIES (PVT) LTD (02 YEARS)

Maintaining Financial Records

- Assist in maintaining accurate and up-to-date financial records for the company.
- Record financial transactions, including purchases, sales, receipts, and payments.
- Ensure that all entries are accurate and comply with accounting standards and company policies.

Accounts Payable and Receivable

- Manage and process invoices for payments to suppliers and service providers.
- Verify and reconcile supplier statements, ensuring discrepancies are resolved.
- Follow up on outstanding invoices and manage collections of accounts receivable.
- Ensure timely payment of bills to maintain good supplier relationships.

Bank Reconciliation

- Reconcile the company's bank statements with internal records to ensure accuracy.
- Monitor cash flow and assist in preparing cash flow forecasts.
- Identify and resolve discrepancies between bank statements and accounting records.

Pay roll Processing

- Assist in preparing and processing payroll, ensuring employees are paid correctly and on time.
- Maintain payroll records, including deductions, bonuses, and leave entitlements.
- Ensure compliance with tax laws, company policies, and any other regulations.

● EDUCATION AND TRAINING

01/01/2018 –01/08/ 2018 United Arab Emirates

FOOD HYGIENE (LEVEL 3) - DUBAI MUNICIPALITY - (U.A.E.)

01/05/2009–01/05/2010 Sri Lanka

HIGHER DIPLOMA IN BUSINESS MANAGEMENT - HIRDARAMANI MANAGEMENT INSTITUTE (PVT) LTD

05/02/2008–05/02/2009 Sri Lanka

PURCHASING MANAGEMENT - INSTITUTE OF SUPPLY AND MATERIAL MANAGEMENT.

01/01/2007–01/01/2008 Sri Lanka

STORES MANAGEMENT - INSTITUTE OF SUPPLY & MATERIAL MANAGEMENT

01/01/2006–19/12/2006

TESTING OF TEXTILES AND GARMENTS - TEXTILE TRAINING AND SERVICES CENTER

01/01/2004–01/01/2005 Sri Lanka

STORE KEEPING - INSTITUTE OF SUPPLY AND MATERIAL MANAGEMENT

01/01/2003–19/12/2003 Sri Lanka

COMPUTER ACCOUNTANCY - LONDON BUSINESS SCHOOL

● DIGITALS KILLS

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Microsoft Office | Microsoft PowerPoint | Microsoft Word

● COMMUNICATION AND INTERPERSONAL SKILLS

COMMUNICATION AND INTERPERSONAL

Effective communication and strong interpersonal skills are essential in any professional setting. I possess the ability to clearly and confidently convey information, both verbally and in writing, ensuring that messages are understood and objectives are achieved. I am an active listener, which allows me to understand the needs and concerns of others, fostering positive relationships with colleagues, clients, and customers. My collaborative nature enables me to work well in teams, offering support and sharing ideas to contribute to collective success. I am also adaptable and open to feedback, always striving to improve communication and strengthen working relationships to enhance team performance and achieve organizational goals.

● HOBBIES AND INTERESTS

HOBBIES

Reading—I enjoy reading books on personal development, history, and fiction to expand my knowledge and improve my creativity.

Fitness and Exercise—I am passionate about staying active and regularly engage in activities like jogging, yoga, or gym workouts to maintain a healthy lifestyle.