



Lasantha Sanjeewa

Warehouse Executive

Summary

I am a highly motivated and detail-oriented professional with over 5 years of experience in warehouse operations, seeking a leadership position. I have a proven track record of managing inventories, enhancing operational efficiency, and effectively leading teams. My strong organizational skills, in-depth knowledge of warehouse procedures, and unwavering commitment to safety align with your organization's goals. I aim to contribute to seamless and efficient warehouse operations at your esteemed company.

Contact

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Skills

- Microsoft Office package
- Google Suite
- Video Conferencing
- Communication & Interpersonal
- Leadership
- Critical thinking
- Emotional Intelligence

Languages

- Sinhala
- English
- Tamil
- Malay
- Arabic
- Hindi

Work Experience

- **Warehouse Executive** 26/02/2026 – present
Prasad Fashion Square
 - Managed daily warehouse operations, ensuring efficient receiving, storage, and dispatch of goods.
 - Maintained accurate inventory records through regular stock counts and reconciliation.
 - Received, inspected, and recorded incoming deliveries to ensure quantity and quality compliance.
 - Coordinated order picking, packing, and dispatch to ensure timely delivery to stores and customers.
 - Organized warehouse space to maximize storage efficiency and maintain a safe working environment.
 - Monitored stock levels and reported shortages or discrepancies to management.
 - Ensured compliance with company policies, warehouse procedures, and health & safety regulations.
 - Operated warehouse equipment safely and efficiently while following standard operating procedures.
 - Assisted in loading and unloading goods and maintaining proper documentation.
 - Worked closely with the procurement, logistics, and sales teams to ensure smooth inventory flow.
 - Prepared daily and monthly warehouse reports and maintained accurate warehouse records.
 - Trained and supported new staff on warehouse procedures and safety practices.
 - Identified opportunities to improve warehouse productivity and operational efficiency.
- **Warehouse Operation Team Leader** 01/08/2022 – 28/11/2025
DB Schenker, Malaysia
 - Supervised and coordinated warehouse staff activities, including picking, packing, shipping, and receiving.

- Monitored and enforced compliance with SOPs to maintain quality control and inventory accuracy.
- Operating and Managing NexGen Warehouse Management (NGW) System.
- Drive MPC, Forklift and Heavy Machinery.
- Planned and prioritized team assignments to ensure optimal work flow and productivity.
- Trained and developed team members on warehouse procedures, safety protocols, and company policies.
- Coordinated with procurement, logistics, and customer service to ensure seamless operations and timely order fulfillment.
- Oversaw inventory management, conducting regular cycle counts and audits to ensure accuracy.
- Identified process improvement opportunities and implemented practices to boost productivity and cost-efficiency.

● Warehouse Operation Assistant 01/01/2019 – 31/07/2022

DB Schenker

- Operated and Managed NexGen Warehouse Management (NGW) System.
- Driven MPC, Forklift and Heavy Machinery.
- Managed communication with vendors to ensure timely delivery of supplies and equipment.
- Coordinated logistics for events, including booking venues and organizing catering services.
- Assisted in developing and implementing operational procedures to enhance efficiency and productivity.

Education

● G.C.E A/L (Commerce Stream) 01/01/1995 – 01/09/2008

Bomiriya Central College Sri Lanka

● Postgraduate Diploma in Logistics and Supply chain management

Summerset Campus

Currently Reading