



NISHANTHA PARANAGAME

Executive Logistic

Highly organized and results-driven professional with over

18 years of experience in logistics operations, store management, accounting support, and inventory control across leading organizations including Access Engineering PLC and Aitken Spence Group. Proven expertise in managing end-to-end logistics processes, coordinating supply chain activities, maintaining accurate stock records, and ensuring seamless store operations. Strong background in ERP systems, financial documentation, and cashier/accounting functions. Recognized for reliability, attention to detail, and the ability to work effectively in fast-paced environments while supporting operational efficiency and cost control. Committed to delivering high-quality service and maintaining strong workplace discipline and accuracy.



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No.26, 14th Lane,
Pilominawatta, Dodamgoda



15, November 1983



WORK EXPERIENCE

Executive Logistic

Access Engineering Plc

08/2022 - Present

- Coordinating daily logistics operations ensuring on-time delivery of materials to project sites.
- Preparing GRNs, GINs, delivery notes, and maintaining accurate SAP ERP entries.
- Monitoring inventory levels and arranging timely replenishment to avoid stock outs.
- Liaising with transporters, suppliers, and internal departments for smooth supply chain flow.
- Verifying material quality and quantity against purchase orders and invoices.
- Preparing weekly/monthly logistics and stock reports for management.

Stores Executive

Sc Printers(Pvt)Ltd

07/2021 - 09/2020

- Managed raw material and finished goods stores using QB ERP system.
- Handled material receiving, issuing, labeling, and bin-card updating.
- Monitored inventory accuracy through periodic cycle counts and stock audits.
- Coordinated import/export materials handling and relevant documentation.
- Prepared store reports including consumption reports and stock reconciliation.
- Ensured compliance with QMS & EMS procedures in store operations.

Accounts Assistant

Turyaa Kalutara (Aitken Spence Hotels)

09/2020 - 11/2017

- Handled accounts payable, receivable, and daily accounting entries using Oracle ERP.
- Verified invoices, purchase orders, and GRNs before processing payments.
- Prepared daily, weekly, and monthly financial reports for management review.
- Assisted with month-end closing, bank reconciliations, and



ledger updates.

- Maintained documentation, filing, and financial records in compliance with audits.
- Supported finance controls and standard operating procedures.

SKILLS

Logistics Coordination Inventory Management Stock Reconciliation

ERP System Operation (Oracle/SAP / QB ERP)

Material Handling & Distribution Supply Chain Documentation Goods

Receiving & Issuing

Store Operations Management Purchase Order Processing GRN & GIN

Preparation

Invoice Verification Reporting & Record Keeping

Cost Control & Waste Reduction

Data Entry & Documentation Accuracy



SOFT SKILLS

Attention to Detail Time Management Team Collaboration

Problem Solving



LANGUAGES

English

Professional Working Proficiency

Sinhala

Native or Bilingual Proficiency



WORK EXPERIENCE

Store keeper

Hertance Ayurveda Mahagedar (Subsidiary of Aitken Spence)

2017 - 2011

- Managed all store operations including receiving, issuing, and storage of goods.
- Maintained accurate stock records and updated inventory systems daily.
- Checked goods against PO/Invoice for quantity and quality.
- Coordinated with kitchen, housekeeping, and purchasing departments for stock needs.
- Conducted monthly stock counts and submitted variance reports.

Cashier/Accounts clerk

Neptune Hotel (Subsidiary of Aitken Spence)

2006 - 2011

- Handled cashiering operations including billing, POS transactions, and cash reconciliation.
- Maintained daily cash books, credit transactions, and payment receipts.
- Prepared front office financial reports and coordinated with the accounts department.
- Verified guest bills, room charges, and restaurant sales before posting.



PROFESSIONAL QUALIFICATIONS

Completed Advanced Diploma In Warehouse & Logistic Management In ISMMS (English Medium)

I have an A pass for stores management course in ISMM

I have an A pass for computer Studies invocation training center in western province.

I have faire knowledge in SAP oracle QB & opera ERP system.

I have followed a MTP (Management Training Program) In Aitken Spence hotels.

I have followed a train the trainer program in Aitken Spence hotels.

I have followed the art of presentation skills in Aitken Spence hotels.



DECLARATION

I hereby declare that all the information provided in this CV is true and accurate to the best of my knowledge and belief. I take full responsibility for the correctness of the details mentioned above.



EDUCATION

G.C.E Advanced Level

Education Department of Sri Lanka

2012

- Physics - S

G.C.E Ordinary Level

Education Department of Sri Lanka



PERSONAL PROJECTS

Nationaltiy

- Sri Lankan

Gender

- Male

Civil Status

- Married

School

- Kaluthara Miriswatta National School



REFERENCES

Mr: Waruna Elkaduwa
Finance manager Aitkessence hotels
+94713997987

Mr: Manuka Dushmantha
Plant Manager – Access engineering plc.
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