



P. G. SAMINDA KUMARA

OBJECTIVE

Highly motivated and experienced logistics and sales professional with over 15 years of expertise in inventory management, supply chain operations, customer service, and sales. Seeking to leverage my leadership, problem-solving, and operational skills to drive organizational success, optimize processes, and improve overall efficiency in a dynamic and challenging role.

CONTACT

Full name

Patta Gamage Saminda Kumara

Birthday

20th November 1976

Phone Number

+94712759616 / +94761595543

NIC No.

197632502620V

Passport No

N 7055406

Civil Status

Married

Nationality

Sri Lankan

Email

saminda_kumara@yahoo.com

Address

No. 1116 E 1/2, 3rd Lane,
Wickramasinghepura,
Battaramulla,
Sri Lanka

LANGUAGE & PROFICIENCY

- Fluent in Sinhala & English
- Basic knowledge of Hindi & Urdu
- Diploma in English - British Council, Sri Lanka

WORK EXPERIENCE

Mediccon Health Care Group of Companies,

Position : Logistics and Stores Manager

Duration : 2023 – Till Present

Key Responsibilities :

- ◆ Overseeing Inventory & Stores Management
- ◆ Plan and manage logistics & supply chain operations
- ◆ Supervise cold chain and customer management
- ◆ Handle staff and department cash management
- ◆ Maintain records and manage scrap / waste
- ◆ Overseeing Vehicles fleet management, import / export handling

Union Assurance PLC - John Keells Holdings

Position : Assistant Sales Manager (Team Leader)

Duration : 2019 – 2022

Key Responsibilities :

- ◆ Provide customer service and manage assurance sales

Jayasinghe Cane Craft, Battaramulla

Position: Sales and Customer Care Officer

Key Responsibilities:

- ◆ Design craft furniture based on customer requirements
- ◆ Handle company accounts & cashiering.
- ◆ Promote products and services.

CERTIFICATIONS

Computer Proficiency:

- ◆ Diploma in Computer Studies (P.A.C.T.I Regional Computer Center)
- ◆ NIIT - Colombo

Supply & Materials Management Advanced Diploma Certifications:

- ◆ Supply Chain & Logistics Management - 2023/2025 - ISMM
- ◆ Management Processes and Practices – 2023/2025 – ISMM
- ◆ Quantitative Techniques for Logistics – 2023/2025 – ISMM
- ◆ Import and Export Procedures – 2023/2025 – ISMM
- ◆ Demand and Distribution Management – 2023/2025 – ISMM
- ◆ Warehousing and Inventory Management – 2023/2025 – ISMM
- ◆ Transportation Management – 2023/2025 – ISMM
- ◆ Enterprise Resource Planning (ERP) in Logistics – 2023/2025 – ISMM
- ◆ Financial Accounting in Logistics – 2023/2025 – ISMM
- ◆ Independent Research Project – 2023/2025 - ISMM

REFERENCES

Mr. Madhuka Rathnage

Senior Manager - Business Development

ADAPT INFORMATION

TECHNOLOGIES (PVT) LTD.

No. 160, Nawala Road, Nugegoda

Mobile: +94775535502

+94112824434

Email: madhuar@ait.lk

Website: www.ait.lk

Mr. Chathura Nawarathne

Managing Director

RMC Constructions

Battaramulla

Tele : +94713763209

Work Wear Lanka (Pvt) Ltd. , B.E.P.Z

Position : Stores and Warehouse Executive

Duration : 1998 - 2007

Key Responsibilities:

- ◆ Oversee local purchasing and finished goods handling
- ◆ Manage export dispatches and import receipts
- ◆ Handle raw materials and stock control
- ◆ Administer labor management
- ◆ Manage computerized inventory under ISO 9002 & 14000, JIT, and 5S methods

R+B Hotel & Entertainment, Colombo

Position : Bar and Restaurant Supervisor

Duration : 2007 - 2008

Key Responsibilities:

- ◆ Manage stock (food, beverages, liquor)
- ◆ Supervise cashiering and purchasing.
- ◆ Ensure high-quality customer service.

Walkers Tours - John Keells Holdings

Position : Freelance Chauffeur Guide

Duration : 2014 - 2021

Key Responsibilities :

- ◆ Provide chauffeur guide services based on Walkers Tours standards

OVERSEAS EXPERIENCE

Oubari Gulf, Sharjah, U.A.E.

Position : Sales Executive

Duration : 2007 - 2014

Key Responsibilities:

- ◆ Source suppliers and conduct cost analysis
- ◆ Negotiate freight and pricing terms
- ◆ Handle customs clearance and warehouse delivery
- ◆ Manage sales & marketing across UAE and Gulf countries
- ◆ Conduct customer awareness programs and product launches
- ◆ Provide after-sales service and follow-up on payments

SPORT & SOCIAL ACTIVITIES

- ◆ Member of Red Dragon Shotokan Karate Federation
- ◆ Former School Football & Swimming Team Member
- ◆ Sri Lanka Scout Movement – Won President Badge & Wood Badge Awards
- ◆ Former Sunday School Teacher at Sri Mahindaramaya Ethul Kotte (Sri Lanka Nippon Cultural Center)

EDUCATIONAL QUALIFICATIONS

- **G.C.E. Ordinary Level (O/L) & Advanced Level (A/L)** in the Commerce Stream – Carey College Colombo – 08
- **F&B Management Course** (International Hotel School, Ceylon Hotel Inns - Colombo)
- **Diplomas In Computer Studies** at PACTI & NIIT – Colombo.
- **Diploma in English** – British Council in Colombo.
- **Advanced Diploma in Logistics & Warehouse Management** at ISMM (Institute of Supply & Materials Management) – 2023/2025
- **Diploma in Supplies & Materials Management** at National Institute of Business Management (NIBM), Sri Lanka – 2004/2006
- **IBSL Examination** – IRCSL

DECLARATION

I hereby certify that the above information is true and correct to the best of my knowledge.



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P.G. Saminda Kumara