

D.P. SANDUN JAYATHILAKA

Warehouse Professional

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Location: Vithanakandagama, Yatipawwa, Karandana, Sri Lanka.

PROFESSIONAL PROFILE

Results-driven Warehouse Professional with hands-on experience in warehouse operations, team supervision, inventory optimization, storekeeping, supplier relations and technical equipment handling. Proven ability to coordinate complex logistics, manage buffer stock efficiently, implement accurate store auditing practices, lead warehouse teams while smoothly coordinating with cross-departmental units. Adept in ERP systems (SAP, Oracle) and committed to driving operational efficiency.

PROFESSIONAL EXPERIENCE

Inventory and Customer Associate | *Royal Ceramics Lanka PLC* **Jan 2025 – Present**

- Manage end-to-end handling, quality inspection, safe storage, loading/unloading and damage disposal for ceramic products following technical safety guidelines.
- Directly supervise and lead the local warehouse team while coordinating seamlessly with external warehouse and logistics departments to maintain smooth supply chain operations.
- Monitor stock levels and execute timely internal requisitions to maintain optimal buffer stock levels and prevent stock-outs.
- Assist customers in product selection while collaborating with the sales team to meet monthly showroom targets.

Storekeeper | *Forte Machinery (Pvt) Ltd* **Nov 2023 – Mar 2024**

- Handled technical storage, inspection and issuance of electronic, electrical, mechanical and pneumatic machinery components.
- Generated purchase requisitions, received material shipments and thoroughly verified purchase orders against delivered stock for accuracy.
- Communicated with local vendors to negotiate orders, procure required items and ensure seamless inventory replenishment.

Storekeeper | *Civilect Zone (Pvt) Ltd* **Feb 2022 – Nov 2023**

- Oversee inventory control for telecommunication equipment, electronic devices and construction materials across project sites.
- Processed project-specific purchase requisitions and conducted thorough quality checks upon receiving incoming material batches.
- Issued materials directly to sub-contractors and customers according to strict project specifications.
- Conducted routine store audits across sub-stations, maintaining high inventory accuracy and reducing material discrepancy.

Internship Trainee | *Sri Lanka Telecom PLC* **Feb 2020 – Aug 2020**

PROFESSIONAL QUALIFICATIONS

Graduate Diploma in Procurement & Supply Chain Management <i>Institute of Supply and Materials Management - Sri Lanka (ISMM)</i>	Nov 2025 – Present
Advanced Diploma in Logistics & Warehouse Management <i>Institute of Supply and Materials Management - Sri Lanka (ISMM)</i>	Oct 2023 – Sep 2025
Course in Stores Management <i>Institute of Supply and Materials Management - Sri Lanka (ISMM)</i>	Apr 2023 – Jul 2023

EDUCATIONAL QUALIFICATIONS

G.C.E. Advanced Level (Engineering Technology Stream) Taxila Central College	2017
Science for Technology	C
Engineering Technology	C
Media and Communication Studies	C
General English	B

OTHER QUALIFICATIONS

Advanced Diploma in Applied Telecommunication Systems Sri Lanka Telecom Training Centre
Diploma in Telecommunication Systems Sri Lanka Telecom Training Centre
Certificate in English for Higher Education & Employment University of Colombo
Certificate Course in Information Technology Sigma Institute

KEY SKILLS AND CORE COMPETENCIES

ERP & Systems Knowledge

SAP ERP System and Oracle ERP System

Office & Productivity Software

Google Workspace and Microsoft Office (Excel, Word, PowerPoint)

Warehouse & Operations

Warehouse Team Supervision, Stores Auditing, Buffer Stock Optimization, Vendor Relations

Interpersonal & Customer Skills

Customer Service, Technical Support, Cross-functional Leadership, Problem Solving

EXTRACURRICULAR ACTIVITIES

- Senior Prefect — Taxila Central College (2014 – 2015)
- President — Taxila Technology and Innovation Club (2015)
- Member — Taxila Central College Swimming Team - 2nd Squad (2009 – 2012)
- Member — Taxila Central College Kabaddi Team (2010 – 2012)

REFERENCES

Mr. Dharmapriya Kariyawasam

Chairman, Civilect Zone (Pvt) Ltd
No. 1/A, Jayanthipura Main Road, Battaramulla.
Tel: 071 8207985

Mr. Yasas Isuru Kumara

Showroom In-Charge, Royal Ceramics Lanka PLC
No.185 B, Ratnapura Road, Moragala, Eheliyagoda.
Tel: 077 4772743