

SHANMUGANATHAN DURKADASAN

Junior Executive – Dispatch & Warehouse

PERSONAL DETAILS

durkeshan154@gmail.com
+94-774548154
#98 Upper Division Raigam,
Ingiriya, Sri Lanka
DOB: January 2nd, 1993
Male | Sri Lankan | Married

SKILLS

- Microsoft Excel
- ERP Software
- Leadership
- Inventory Control
- Warehouse Management
- Supply Chain Operations
- Dispatch Coordination

MEMBERSHIP

Student Member
Chartered Institute of Logistics & Transport Sri Lanka (CILT)

LANGUAGES

- Tamil (Native)
- English (Proficient)
- Sinhala (Proficient)

PROFILE

A results-driven Logistics and Warehouse professional with over 9 years of experience coordinating end-to-end supply chain operations. Skilled in dispatch management, inventory control, warehouse organisation, and team leadership. Proven ability to streamline logistical processes, maintain ERP-based records, and ensure on-time delivery. Committed to continuous improvement and operational excellence across all areas of logistics management.

EDUCATION

BSc (Hons) Global Logistics

National Institute of Business Management (NIBM) | Currently in Second Year

Higher National Diploma in Logistics Management

National Institute of Business Management (NIBM) | Currently Following

Advanced Diploma in Logistics Management

National Institute of Business Management (NIBM) | November 2024 – December 2025 | Completed

Diploma in Business Management

All India Institute of Management Studies, Colombo

Certificate Course in Human Resources Management

IPM Sri Lanka, Colombo

EMPLOYMENT

Junior Executive – Dispatch & Warehouse

Nithya Paper And Board Lanka (Pvt) Ltd, Horana | Jan 2016 – July 31, 2026
(Resigned)

- **Dispatch Management:** Coordinate with transport providers and drivers to manage the daily loading and shipping of goods, ensuring timely delivery to customers or distributors.
- **Order Processing:** Prepare packing lists, invoices, and shipping documentation for orders.
- **Inventory Control:** Conduct regular stock counts (cycle counting), maintain accurate inventory records via ERP systems, and handle inventory discrepancies.
- **Receiving & Inspection:** Inspect incoming materials against purchase orders to ensure accuracy, quality, and proper labeling.
- **Storage & Organization:** Optimize storage space, ensuring proper layout and product rotation (FIFO/FEFO) to minimize wastage.
- **Staff Supervision:** Lead and train warehouse personnel in picking, packing, and safety protocols.
- **Safety & Compliance:** Enforce health, safety, and security policies (HSE) within the facility to prevent accidents.

REFERENCES

Siva Manohar
Commercial Manager
mano.nithyapaper@gmail.com
+94 711 711 311

Roshan Gamage
Import Export Manager
commercial_lanka@nithyagroups.com
+94 764 220 937

KEY STRENGTHS

- Attention to Detail
- Problem Solving
- Team Leadership
- Time Management
- Communication
- Adaptability

PROFESSIONAL SUMMARY

Throughout my career, I have demonstrated the ability to manage complex warehouse and dispatch operations efficiently. My hands-on experience with ERP systems, combined with strong leadership and organisational skills, enables me to drive productivity and maintain high standards of accuracy in all logistics functions. I am dedicated to continuous learning and applying best practices in supply chain management.

CAREER OBJECTIVES

To secure a challenging role in logistics and supply chain management where I can apply my expertise in warehouse operations, dispatch coordination, and team leadership to contribute to the growth and efficiency of the organisation. I aim to continuously develop my skills and take on greater responsibilities in driving operational excellence.

DECLARATION

I hereby declare that all the information provided above is true and correct to the best of my knowledge and belief.

Date:
Place:

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Signature
Shanmuganathan Durkadasan