



PABODI MALSHANI

A highly motivated graduate in Business Management (Logistics Special) with a passion for excellence and continuous learning. Recognized for strong organizational skills, dedication, and adaptability in real-life problem-solving. Experienced in finance and procurement, with hands-on exposure to ICT and business administration. Excellent communication and teamwork skills with the ability to engage effectively across diverse professional environments.

CONTACT

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📍 No. 477, Manampita,
Meetiyaoda, Galle, Sri Lanka

🌐 LinkedIn: [linkedin.com/in/pabodi-malshani-620bb7277](https://www.linkedin.com/in/pabodi-malshani-620bb7277)

CORE SKILLS

- Microsoft Office Suite (Excel, Word, PowerPoint)
- Procurement & Supply Chain Management
- Team Leadership & Management
- Communication & Negotiation
- Problem-Solving & Critical Thinking
- Time Management & Organization
- Customer Relationship Management (CRM)
- Operations Management

LANGUAGES

- Sinhala
- English

REFERENCES

- **Mr. Quintin Dissanayake**
Tea Director – A F Jones Exporters Ceylon.
Mobile: +94 771372260
Email: quintin.d@cmg.lk
- **Ms. J. A. D. M. Jayakody**
Pan Asia Bank - Head Office,

WORK EXPERIENCE

❖ INTERN PURCHASING DEPARTMENT (FEB 2026-APRIL 2026)

A. F. JONES EXPORTS CEYLON (PVT) LTD

- Supported sourcing and procurement of export-grade tea and spices
- Processed purchase orders monthly and coordinated with local suppliers to ensure on-time delivery
- Maintained procurement documentation and Report MS Excel and SAP

❖ FINANCIAL & PROCUREMENT ASSISTANT (JAN 2024 – AUG 2024)

COOPER INTERNATIONAL (PVT) LTD

- Assist in financial analysis and procurement operations
- Maintain supplier relationships and oversee purchasing processes
- Support budget management and cost control initiatives

❖ FINANCE & PROCUREMENT INTERN (JULY 2023 – DEC 2023)

COOPER INTERNATIONAL (PVT) LTD

- Conducted financial reporting and procurement tasks
- Assisted in inventory management and supplier coordination

❖ JAN 2021 – JULY 2021

ICT TRAINEE – AGRARIAN SERVICE CENTER, ALUTHWALA

Trade Department
Mobile: +94 767451934
Email: madushikadilshani74@gmail.com

EDUCATION

- ❖ **BSC IN BUSINESS MANAGEMENT (LOGISTICS SPECIAL) (2021 – 2025)**
NSBM GREEN UNIVERSITY, SRI LANKA
- ❖ **G. C. E. A/L EXAMINATION (COMMERCE STREAM) (2019)**
G/P. DE. S. KULARATHNA COLLEGE, AMBALANGODA
- ❖ **G. C. E. O/L EXAMINATION (COMMERCE STREAM) (2015)**
G/P. DE. S. KULARATHNA COLLEGE, AMBALANGODA

PROFESSIONAL QUALIFICATIONS

- ❖ **ICT TECHNICIAN (NVQ LEVEL IV) – VOCATIONAL TRAINING AUTHORITY, BADDEGAMA (2020)**
- ❖ **BUSINESS LEVEL I & II – CA, SRI LANKA (2019 - 2020)**
- ❖ **GIS BASICS COURSE – ESRI (ONLINE CERTIFICATE)**

CORE CURRICULAR ACTIVITIES

- **MEMBER OF LEO CLUB, NSBM GREEN UNIVERSITY**
- **MEMBER OF UNIVERSITY LOGISTICS CIRCLE**
- **SUCCESSFULLY COMPLETED THE CSR PROJECT “HUSMATA HETAK”**
- **MEMBER OF SCHOOL COMMERCE SOCIETY**
- **PREFECT OF DHAMMA SCHOOL**
- **DHAMMA SCHOOL BAND MEMBER**