

# KAPILA MADANAYAKA

## Warehouse Manager

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47/2, Veedi Mawatha,  
Kandana,  
Sri Lanka.



### SUMMARY

Over 20+ years an Experience with Warehousing, Distribution, Logistic, Sourcing & Operations Management. Maintaining the “SOP “and Skilled in Inventory Management, Data Analysis, Safety Procedures, Space Utilization effect fully. Capable of Training the Staff and Maintaining a Good Housekeeping Condition and Better Work Environment

### SKILLS

- . Sourcing, Warehousing, Logistic and Distribution Operations Management.
- . Data analysis, Inventory Control and Management.
- . Maintaining the Safety and Compliance Procedures.
- . Leadership and Staff Management.
- . Housekeeping, Space Management & Controlling the Physical Condition.
- . Data processing & Management.

### EXPERIENCE

- . Brandix Casualwear Ltd.- Stores In-Charge (Center Warehouse-RM) Since December,2002 to January,2013
- . Paradigm Clothing (Pvt)Ltd.-Stores Manager (Center Warehouse-RM & FG) Since February,2013 to April,2017
- . Texlan Center (Pvt) Limited. -Stores Manager (RM)Since May,2017 to April,2019
- . Sisalu Fashion (Pvt)Ltd. & First Steps Baby Wear (Pvt)Ltd.-Stores Manager (Center Warehouse-RM & FG) Since May,2019 to October,2020
- . Isabella Socks Manufacturing PLC. Ethiopia-Sourcing & Warehouse Manager Since November ,2020 to April ,2024(RM, FG, CHEMICAL, SPARE PARTS & GENERAL MATERIAL)
- . Compass International Private Limited – Stores Manager Since May,2024 to July,2025(RM)
- . Randhi International Pvt Ltd-Stores & Raw Material Control Manager Since September ,2025 to Up to Now(RM)

### DUTIES & RESPONSIBILITIES

- . Overseeing the daily operations of sourcing & warehousing (Raw Material. Packing, Material, Chemical, Spare parts & Finished goods warehouses)
- . Maintaining & following up Sourcing process for all Imported, Local oriented items & Exported items.
- . Maintaining & following up stocks register for all Imported, Local oriented items & Exported items.

- . Maintaining & following up all related documents for Sourcing and Warehousing and keeping accurate records of those activities.
- . To ensure all a sourcing supply to factory according to consumptions & on time
- . Maintain strong relationship with key internal & external stakeholders
- . Control inventory levels and department budget and ensure availability of material during emergency
- . Following up the daily Transport arrangement Base on Distribution Plan and utilize the maximum efficiency of available Vehicle
- . Following up daily activities of warehousing team and utilize their maximum efficiency to achieve the Company goal
- . Maximum utilize company asset and space to achieve the company goal.
- . Following up and maintaining company safety and compliance policy and prove it have proper way
- . Manage the all operation in stores properly and follow the Stores SOP and follow up required details to Control the Inventory and share with accuracy Details With SCM.
- . Arrange the proper way to work with other Department (HR, Merchandizing, Planning, Production, Quality, finishing, Shipping, Distribution, Sub Factory and Finance)
- . Manage the All workforce in the stores and make an arrangement to get their maximum efficiency
- . Identify the day to day all issues in Warehouse (Production issues, Documentations issues, workforce issues and Space issues) and give the solution for that and also discuss with top management to get the Permanent solution.
- . Arrange the all required accuracy reports to Top Management without any delay
- . Arrange the training Program to develop the stores workforce job Knowledge, attitude,

## **EDUCATION**

### **Gurukula College -Sri Lanka**

- . Passed Advance Level-1998-Bio Science
- . Passed Ordinary Level-1994

### **Languages**

- . English
- . Sinhala

### **Computer Literacy**

- . Operating System -Windows.
- . Application Software -MS Office
- . E mails
- . ERP System-INCITO-(Brandix), TOPS - (Paradigm), ORACAL-(Texlan)

### **Other Qualification**

- . Followed a computer Programming Diploma at Tec Sri Lanka Institute in Sri Lanka.
- . Flowed a Work Studies Course at Clothing Industrials Training Institute Sri Lanka
- . Followed. a Production Management Course at Clothing Industrials Training Institute.

## **STRENGTHS**

### **Delegation**

. Delegation of Different tasks to the most appropriate people is the skill that I have mastered.

### **SMART Goals**

. Setting SMART goals is always the first step to reaching exceptional results in all aspect of life.

### **Communication**

. Good at communicating orders in a friendly and not intimidating way.

## **PERSONAL INFORMATION.**

. Name In Full - Kapila Madanayaka

. Date Of Birth - 4<sup>th</sup> of February in 1978

. Passport No-N6867403

. Nationality-Sri Lankan

## **REFEREES**

. Mr. Janaka Atapattu, Production Director, Ananta Hua Xiang, Bangladesh  
Mobile No-8801708484502

. Mr. Niluka Vithanage, Operation Manager -Group, First Steps Baby Wear Lanka Pvt Ltd., Panadura,  
Sri Lanka, Mobile No- +94777300944

## **DECLARATION**

I hereby certify that above details are true and correct to the best of my knowledge.

.....  
Date

.....  
Signature