



# **WILLADDARAGE SUBASH PATHUM WIJESUNDARA**

**Address:** Waga, Sri Lanka  
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## **SUMMARY**

Experienced Logistics, Warehouse & Data Operations Professional with over 10 years of experience across transport, manufacturing, warehousing, and supply chain environments in Sri Lanka and Qatar. Strong expertise in data analysis, ERP systems, inventory control, reporting, and logistics coordination. Proven ability to support management decision-making, ensure operational accuracy, and maintain compliance with industry standards.

## **WORK EXPERIENCE**

### **Senior Executive – Data Analytics (Transport / Logistics)**

**Aug 2022 – Present**

Navil Enterprises (Pvt) Ltd – Kaduwela

- Collected and analyzed daily operational data to support logistics and transport performance.
- Maintained and updated GI Sheets and Transport Management Systems accurately.
- Prepared delivery tickets and operational reports for invoicing and finance departments.
- Monitored GPS tracking systems for fleet vehicles and reported irregularities.
- Generated salary-related reports for finance and performance reports for management decision-making.
- Managed renewal of vehicle revenue licenses and insurance, ensuring proper documentation and compliance.

### **Finishing Recorder – Finished Goods Stores**

**Dec 2017 – Jul 2022**

Jay Jay Mills (Pvt) Ltd – Avissawella SEPZ

- Prepared and verified shipment-related documentation.
- Analyzed weekly shipment plans and created purchase orders using GT Nexus ERP.
- Coordinated with shipping departments to arrange customer bookings.
- Performed system packing using internal ERP systems.
- Generated shipment reports, plant invoices, and gate passes (manual & system).
- Maintained shipment records, outbound monitoring, and daily Excel tracking reports.
- Updated seal log reports to comply with CT-PAT security requirements.
- Supported packing teams and maintained photographic proof of dispatch when required.

### **Stores Keeper – Aluminum Stores Department**

**Jan 2017 – Nov 2017**

Ashaie Glass & Aluminium – Rajagiriya

- Handled receiving, loading, and GRN documentation.
- Verified quantities and stored materials in correct warehouse locations.
- Conducted cycle counts and stock verification with accounting teams.
- Issued tools and materials to site labor teams based on daily requirements.
- Prepared weekly reports and conducted site visits for material cross-checks.

### **Warehouseman**

**Jan 2015 – Aug 2016**

Gulf Warehousing Company – Qatar

- Received goods from vendors and verified against Receiving Tally Sheets (RTS).
- Checked expiry dates, production dates, and item codes for frozen food items.
- Issued goods using picking sheets and MHE equipment (VNA, Forklift).
- Completed daily dispatch packing and ERP system updates.

### **Trainee – Computer Technician**

**Jan 2012 – Jul 2012**

Bestly Computers – Homagama

- Assembled computers based on customer requirements.
- Managed customer emails and internet services.
- Handled purchasing of computer hardware items.
- Prepared invoices and daily sales documentation.

## EDUCATION & PROFESSIONAL QUALIFICATIONS

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### **Diploma in Computer Hardware (NVQ Level 4)**

Vocational Training Center, Malabe

### **Diploma in Computer Fundamentals**

Aquinas College of Higher Studies

### **Certificate Course in Airline Ticketing**

International Airline Ticketing Academy

### **Training Course in Heavy Machinery**

### **Stores Management Course**

Institute of Supply & Materials Management (ISMM)

## SKILLS

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- Logistics & Transport Operations
- Data Analysis & Reporting
- Warehouse & Stores Management
- ERP Systems (GT Nexus, Internal ERP)
- Inventory Control & Documentation
- Microsoft Excel & MS Office
- GPS Fleet Monitoring
- Shipment & Dispatch Coordination
- Invoicing & Gate Pass Processing
- Team Coordination & Communication

## SOFT SKILLS

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- Strong communication skills
- Teamwork and collaboration
- Time management & deadline focus
- Attention to detail and accuracy
- Problem-solving ability
- Adaptability and quick learning
- Organizational skills
- Reliability and professionalism
- Ability to work independently
- Decision-making support skills

## LANGUAGE

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- English
- Sinhala

## REFERENCES

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### **Mr. Madushan Perera**

Deputy Manager – Human Resources

Sundaram Lanka Tyres Limited

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### **Mr. Gayan Liyanage**

Consultant

Lyceum International School

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