**CURRICULUM VITAE**

Palitha

**E-mail** : [palitha.382588@2freemail.com](mailto:palitha.382588@2freemail.com)

**Nationality** : Sinhalese

**Religion** : Buddhism

**Civil Status** : Married

**Date of Birth** : 11.05.1966

**School Attend** : Maliyadewa (Boys ) college - Kurunegala , Srilanka.

**University** : University of Kelaniya–Srilanka.

**Professional Profile :**

* An enthusiastic and dedicated professional with extensive experience across all areas of Warehousing
* An exceptional leader who is able to develop and motivate others to achieve targets
* Having a strong ability to manage Day to day Targets to successful completion
* A proactive individual with a logical approach to challenges and performing effectively within a highly pressurised environment

**Career Summary :**

2017 FEB ~ Up to date : **In Smart Shirt Lanka Ltd**., As **Purchasing / Transport**

**Mgr&Stock Garment Inventory Mgr**

2007 JAN ~2017 FEB : **In Smart Shirt Lanka Ltd**., As **Warehouse Mgr**

2005 AUG to2007 JAN : **In Brandix Intimate Apparel**, As **Stores Executive**

2000 OCTto 2005 AUG : **In Paradigm Clothing Ltd**., As **Stores Executive**

1995 MAR to 2000 OCT : **In FDK Lanka ( Pvt ) Ltd**., As **Asst. Store Mgr**

1994 JUN to 1995 MAR : **In Flower Drum Restaurant** ,**Asst. Butchery Mgr**

**EDUCATIONAL QUALIFICATION**

***Higher Educational Qualification***

**Subjects**

1. Chemistry

2. Microbiology

3. Zoology

I have passed the ***General Degree in Bio-Science***, held in June ***1994*** with **a *Second Class Lower Division( honour )***

***Result of the G. C. E. Advance Level Examination***

**Subjects**  **Grades**

1. Physics C

2. Chemistry C

3. Botany B

4. Zoology C

## *Result of the G. C. E. Ordinary Level Examination*

**Subjects**  **Grades**  **Subjects** **Grades**

1. Buddhism D 5. Science C

2. Sinhala C 6. Social Science C

3. English D 7. Health Science C

4. Mathematics C 8. Music C

**WORKING EXPERIENCE**

***PRESENT EMPLOYMENT***

**Post** ***Purchasing / Transport & Stock Garment Inventory Manger***

**Place *Smart Shirt Lanka ( Pvt. )Ltd***

**Period *From 2017 February to date***

**Duties and Responsibilities as Transport Manager**

1. Take the lead role in planning, costing and allocating routes and vehicles ensuring sufficient flexibility is in place to meet the varying andchanging needs of customers.
2. Ensure that all in house vehicles are compliant with all legal,regulatory and contractual requirements, and where necessary escalating anyidentified issues recommending resolve.
3. Develop and implement planned and structured approach to the maintenance of fleet vehicles, keeping within the designated budget and ensuring all vehicles used are fit for purpose and the customer experience is of a high standard.
4. Ensuring transport staff deliver the service appropriate to the changing needs of customers in line with relevant guidance and individual risk assessments
5. Manage and develop a team of drivers and transport assistants, who may be working remotely, either alone or in small teams, in order to deliver a high quality service to customers.
6. To take the lead in resolving unforeseen problems as they arise ensuring appropriate resolution of these and to utilize the learning to plan for future similar scenarios
7. To work as a member of the New Trinity management team, undertaking delegated tasks and responsibilities in line with the emerging need stand operational requirements of the service, including where necessary the contracting out of transport provision to other transport providers
8. To ensure high standards of service delivery through the consistent application of recognized standards and established policies, procedures and practices
9. To work in a safe and effective manner at all times
10. Submit the report to the management in accordance with their requirement
11. Preparing the yearly Budget 7& maintain the cost with in the Budget
12. Arrange the training if need any Drivers or Cleaners to manage their Politeness & Neatness

**Duties and Responsibilities as Inventory Manager**

* Develop and implement inventory operational standards for staff compliance
* Utilize computer systems to electronically track inventory flow, scan stock, and reconcile inventory
* Coordinate the supply of goods to customers to ensure Correct Qty& Correct details of Receipt
* Address and resolve staff or client complaints/grievances to protect the reputation of a company and ensure a satisfied clientele
* Record daily deliveries ( Receipt & Issues ) to maintain information required for periodic inventory reconciliation
* Give the training of inventory counters and other inventory personnel
* Assign and delegate job tasks to inventory personnel to ensure operational objectives are achieved
* Create and maintain spreadsheets for the report and analysis of data
* Provide written reports and results of data analysis to senior management
* Proffer recommendations to management on operational policies and objectives required for improved performance
* Utilize scanning terminals and fixed asset tracking software to monitor and regulate shipment from a warehouse
* Coordinate and manage monthly physical cycle counts ( For Randomly Selected Items )
* Manage the Stock Garment Warehouse according to Compliance
* Utilize the Space as Maximum level
* Keep the Stock Garment as Buyer-wise
* Arrange the re-export stuff when required & after getting instruction form the Management

**Post** ***Ware -House Manager ( Centralized )***

**Place *Smart Shirt Lanka ( Pvt. )Ltd***

**Period *From 2007 January 2017 February***

**My Key duties and Responsibilities**

1. **Planning**
2. **Communication**
3. **Distribution**
4. **Controlling**
5. **Investigation**

***Planning -***

Planning day today items for Distribution to relevant plants of Fabric/ Trims Stationary / Local Purchased items /Machine Parts/Mechanical items etc…

***Communication –***

For ontime Deliveries & Distribution

***Distribution –***

Distribution the correct items & correct Qtyof Fabric/ Trims & other relevant material ( Requested by Factories ) to relevant Locations

***Controlling*** –

* All Receipt & Issues on time up-dating to the computerized system

Updating receipt within 48 hours & Issues just after issues are being done

Distribution requested good to the relevant FACTORIES

* All disposal fabric & Issuing sample fabric

Disposed all disposal fabric according to the Approved disposed list & updated just after removing from the Ware-house

* All disposal Trims - Removing all disposed Trims according to the TDF approved by Hongkong

\* Overtime controlling

\* Issuing correct Item & Correct qty

\* Controlling all Stationary items

***Investigate-***

* + Investigate Shortage & Excess Issuance
  + Investigate delays of the Payment

***Duties Perfomed***

1. Planning, Coordinating and Monitoring the Receipt, Issues and Dispatch
2. Understanding the company's policies, visions and how the warehouse contributes and ensuring quality, delivery and budget objectives
3. Manage warehouse in compliance with company’s policies
4. Keeping stock control systems up to date and making sure inventories are accurate
5. Completes warehouse operational requirements by scheduling and assigning employees & following up
6. Organizing the recruitment and training of staff, as well as monitoring staff performance and progress manage teams of workers and deal with personnel issues such as the recruitment, training and discipline of staff
7. Motivating, organizing and encouraging teamwork within the workforce to increase the productivity
8. Producing regular reports and statistics ( Moving stock balance , Balance Fabric status report, Freezed Fabric Stock, Non moving stock report etc.)
9. Briefing team leaders on mistakes to minimize the errors &counseling staff , and disciplining employees and appraising their jobs.
10. Maintaining health and safety, hygiene and security & fire safety in the work environment
11. Conducting physical cycle count & reconciling with data storage system
12. Planning annual stock counting & submit stock report to the Management
13. Maintains physical condition of warehouse by planning and implementing new design layouts when needed
14. Setup layouts and ensure efficient space utilization ,easy finding ,easy traceability to minimize wasting times in Working environment
15. Prepare annual budgets
16. Guide all ware–house staff for buyers Audit ,Compliance Audits ,ISO Audits etc.
17. Keep more attention for Supervision, Developing Budgets, Safety Management, Developing Standards, Managing Processes, Surveillance Skills, Inventory Control, Reporting Skills, Analyzing Information , Equipment Maintenance, Judgment etc.,

**Responsibilities –**

Responsible for All administration & Inventory control

Submitting Daily efficiency report & other daily report

Feed all 8 factories ( Trims& Fabric ) without any deviation

**Post** ***Store Executive***

**Place *Brandix intimate apparel – Central Ware-house Kelaniya***

**Period *From 2005 August to2007 January***

**My duties and Responsibilities**

***Controlling*** –

* All Receipt & Issues up-dating

Updating receipt within 24 hours & Issues just after issues are being done

* All disposal fabric & Trims Issuing

Disposed all disposal fabric according to the approved disposal list by Account dept. & updated just after removing from the Ware-house

* All disposal Trims

Removing all disposed Trims according to Aging report with the approved of Management

\* Overtime Controlling

\* Issuing correct Item & Correct qty

\* All Stationary items

***Planning -***

Fabric loading & Un-loading

Trims Loading sending on time to relevant Factories.

***Investigate-***

* + Investigate Shortage
  + Investigate the receipt & issues are being updated on time

**Responsibilities –**

Responsible for All administration & Inventory control

**Post** ***Store Executive***

**Place *Paradigm Clothing ( Pvt. ) Ltd.,*.-Kottawa**

**Period *From 2000 October to2005 August***

My duties and Responsibilities ;

* **Controlling**

Stock Controlling ( every Receipt & Issues ) are being done under fully Computerized system attached to Inventory Control Department

### All Fabrics

Receiving Fabric with the Amount of 15 million (Yards around 60 thousand )

#### All Other Accessories

Receiving Other Accessories with the Amount of 5 million

and Machine parts

* **Investigate**

Shortages ( If Available )

and excess order quantities

Investigate the Issues of excess to the Production to get down the Material cost

Investigate the Shortages ( if available ) with the actual Qty , it is done by after taking stock on the middle & end of the Month

The daily Stock Balance ( Using the Re-Order Level )

* **Reconcile the stocks**

After release the shipment Reconciliation is made in accordance with the Style wise and send it to the Management and the Merchandiser to refer the excess order material and get the reduction at the next.

* Submits the all stock report to the Management at the end of the month.

**\* Responsible for**

All Issuing to the Production lines.

All Receiving to the Store

Every work in store

**Post** ***Asst.Store Manager***

**Place *FDK Lanka ( Pvt ) Ltd, Free Trade Zone , Katunayaka*.**

**Period *From 1995 March to 2000 October***

I worked at ***FDK Lanka (Pvt ) Ltd*** , as the ***Store Manager*** of the operation control division since ***March in 1995***. **The stores, Purchasing Section, Shipping Section, Production Control Section, Inventory Control Section** are under my purview and **all materials are controlled by a computerized system**. Generally , the monthly turn over of the company is ***around 450 million rupees*** and the related ***rawmaterials , W. I. P. and finished goods*** are control by myself.

**My duties and Responsibilities ;**

\* Responsibility of all works in stores

Receiving Raw materials – with the qtyof 15 million ( Amount of Rs. 50 million )

Receiving Sub materials – with the qty of 1 million ( Amount of Rs. 10 million )

\* Receiving Finish goods – with the qty of 1 million ( Amount of Rs. 450 million and issuing materials to the production line ,And also Inventory section , Shipping section & Purchasing section .

\* Supervision and checking the Weekly report ( Including all Imports & and Export , Issued Purchased Order Rupees Amount / quantity for Local Market and for overseas and receiving and issued quantity / amount from the store send to the Chairman , Weekly.

\* Supervision , checking & auditing the monthly stocking .

\* Supervision Valuation of all Working Progress , Raw materials , Sub materials , and various report that sends to the Account department .

\* Making the Raw material cost for Every division and sending to the Account Director .

\* Compare the raw material cost / Production income / Working Progress Gain and Loss / Sub material cost / Supply Tool cost and Marginal income with the Profit and Loss statement that is made by Account department and difference informed to the Account Director .

\* Compare the Sales report of Shipping section with the Inventory sales report .

**Post** ***Assistant Butchery Manager***

**Place *Flower Drum Restaurant*.**

**Period *From 1994 June to 1995 march***

**My duties and Responsibilities** ;

\* Checking the Quality of the receiving Sea-Foods and other foods.

\* Issuing Sea-food to the Restaurant.

\* Supervision of issuing Sea-foods to the other Restaurant.

# Other Qualification

**Academic and Professional Qualifications :**

**B. Sc. ( Bio ) Degree at University ofKelaniyaand obtained a second class ( honours )**

I have followed the Certificate course in STORE & SUPPLY MATERIAL MANAGEMENT ( ENGLISH MEDIUM ) Which is conducted by Institute of Supply and Material Management –This is Specially training facilities directly to the advancement of Purchasing , Supply and Material management

I have successfully completed a course in computer literacy conducted by the computer center, ***University of Kelaniya***, with a ***A+*** pass.

**I am a *well Trained Auditor* in *ISO 9000 under SLS*(** Sri Lanka standard Institute ) by **FDK Lanka ( Pvt ) Ltd, at Katunayake.**

I was the ***Junior Treasurer*** of the ***Microbiology Association*** in 1993 and also committee member of that

association in 1994 at ***University of Kelaniya***.

**Training Undergone :**

***ISO 9000 under SLS*(**Sri Lanka Standard Institute )

**ERP Exposure Obtained :**

* Working experience on Simparel System / JBA System @ Smart Shirt

**Extra Curricula Activities :**

I participated in Track and Field events , during my school career , as well as in the University.

*I certify that all the above data are accurate and authentic to the best of my knowledge . In the event of my , being selected to the above post I will discharge my duties to the utmost satisfaction of your esteemed organization.*

In anticipation of a favorable reply.