

AKALANKA DISSANAYAKA

Production Planning & Coordinator at Bondvile

+94778353595 @ akalanka099@gmail.com https://l1nk.dev/jkzx91l 213 C/5,Munagama, Horana,, Sri Lanka

SUMMARY

A motivated and result-oriented professional with a strong management background. A fast learner who quickly adapts to new challenges with a positive attitude. Effective team player focused on achieving shared goals and a commitment to continuous improvement. Ready to contribute to success in a job role. Production planning and coordinator

KEY ACHIEVEMENTS

- **Team Management Success**
Managed a team handling 500+ orders monthly
- **Delivery Optimization**
Improved on-time delivery rate to 95%
- **Production Schedule Efficiency**
Coordinated production schedules for over 10,000 units quarterly

EXPERIENCE

2024 - Present

- Location
- Production Planning & Coordinator & at Bondvile
Bondvile(pvt) Ltd
 - Handle customer orders from development approval through to final shipment
 - Review order details and projections against available production capacity
 - Prepare the TNA based on the confirmed production plan and manage the action plan accordingly
 - Coordinate with suppliers to ensure timely availability of raw materials
 - Monitor and maintain inventory levels and place material orders as required
 - Follow up on PCD and PSD with the production team to ensure schedule adherence
 - Follow up on deliveries with the production team based on the confirmed plan using the SAP system
 - Coordinate and communicate production progress and delivery updates with customers to meet on-time delivery commitments
 - Communicate customer requirements to the production team to ensure accurate execution
 - Perform final order reconciliation after shipment completion

EDUCATION

- 01/2016 - 01/2018 GCE(A/L)
Horana, Sri Lanka
Taxila Central College
 - 01/2019 - 01/2019 Certificate Course In English
Colombo, Sri Lanka
University of Colombo
 - 01/2020 - 01/2024 Bachelor Of Commerce Special Degree
Kelaniya, Sri Lanka
University of Kelaniya
 - 01/2019 - 01/2019 Diploma In Information Technology (DITEC)
Sri Lanka
Esoft Metro Campus

LANGUAGES

English
Advanced

Sinhala
Native

SKILLS

- Management Skills
- Communication Skills
- Customer Coordination
- Negotiation Skills
- Critical Thinking
- Time and Pressure management