

SAMPATH JAYASIRI



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No. 369/B, Mahimulla, Payagala



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PERSONAL DETAILS

Name in Full : Nambapanage Dhammika
Sampath Jayasiri

Date of Birth : 7th February 1984

Gender : Male

Religion : Buddhist

Nationality : Sri Lankan

Civil Status : Married

NIC No : 840381005V

LANGUAGES

- ✓ English - Fluent
- ✓ Sinhala - Fluent

NON RELATED REFEREES

Mr. Prasanna Rajapaksha

Facility Executive
Antler Holdings (Pvt) Ltd.
077 4727901

Mr. Dammika Samaraweera

Senior Technical Officer
International Construction Consortium (Pvt) Ltd.
076 3550161

INTRODUCTION

I step forward with my skills and abilities for an organization. Where there is a potential growth and recognition to put in maximum contribution, So I can utilize my knowledge for the development and growth of the company in the field of "Stores".

EDUCATION HISTORY

- ✓ **G.C.E.Ordinary Level Examination - 2000**
School Attended : R/Eheliyagoda Dharmapala National College
- ✓ **G.C.E.Advance Level Examination - 2003 (Commerce)**
School Attended : R/Eheliyagoda Dharmapala National College

SUMMARY OF SKILLS & EXPERIENCE

- ✓ Excellent command on system along with knowledge of SAP module and ERP system module - Business Central - Dynamic (10 years Experience)
- ✓ Having 12 years Experience in handling & Maintaining warehouse. (Raw Material / Consumable / Spare parts / Stationary / Maintenance ware house and Kitchen ware house)
- ✓ Worked in Various are like material receipt and issues, good inward entry, preparation of material receipt note, forwarding bills, stock register updating, Quotation collection are comparison, preparation of purchase orders, preparing monthly stock statements.

EXTRA CURRICULAR ACTIVITIES

- ✓ Successfully completed Computer Certificate Course (MS Office Package, MS Excel, MS Word)
- ✓ I have Valid Driving License
- ✓ Successfully Completed AOS (Antler Operating System) Certificate Course
- ✓ Excellent command on Computer System knowledge of SAP Module and ERP module - Business Central (10 years Experience)

VOCATIONAL QUALIFICATIONS

- ✓ Store Keeping and Verification, Material Management Course
Construction Equipment Training Center (**CETRAC**)
Battaramulla - 2015
- ✓ Course Completed Stores Management and Material Management at
Institute of Supply and Materials Management - Colombo 07 - 2025
(**ISMM**)

WORK EXPERIENCE

- ✓ **Store Keeper**
(01/06/2011 to 04/02/2015)
Access Engineering PLC
(PMD - 01 and PMD - 02)
No. 278, Access Tower, Union Place, Colombo 02
0117 606 606
- ✓ **Senior Warehouse Executive**
(22/06/2016 to 18/05/2023)
Antler Fabric Printers (Pvt) Ltd.
No. 170, Madapatha Road, Piliyandala.
0112 614 316
- ✓ **Store Keeper**
(22/11/2023 to upto Date)
International Construction Consortium (Pvt) Ltd.
Jayasinghe Mawatha Nugegoda
0114 400 600

JOB PROFILE

- ✓ Daily Monitoring of Consumable a structural material status
- ✓ Material Requirement to be Planning Department
- ✓ Daily issue and receive update and maintains (ERP System)
- ✓ Co-Ordinate to the Planning Departmenta and Supply Chain Department
- ✓ Daily Stock ledger update and maintains
- ✓ Updating of materials monthly consumption and other inventory Management Reports preparation of codification of Materials
- ✓ Preparation GRN / Issue Note / Return note
- ✓ Preparation of Gate passes and Transit Note (Returnable and Rejected Materials)
- ✓ Updating MSDS file for Hazarders Materials
- ✓ Routing Physical Inventory count and Maintaining, Min: Max Level of stock
- ✓ Man Power Handling
- ✓ Goods Storage and goods issue follow up FIFO, LIFO System
- ✓ Handling Transport Vehicle
- ✓ Taking steps to control and maintain all warehouse activities

I do here by declare that above statement are true and correct to the best of my knowledge and belief.

Date :.....

Signature :.....