

	Dishantha Seneviratne Born in 25/07/1964, Married Mobile:0742515775 Email: dishanthasen@yahoo.com
Position Applied	Position Based on Experience
Personnel Statement	Highly motivated friendly team player with over 35 years of diversified experience willing to contribute positively towards organization's goals vision and mission
Skills	(a) Hospitality Industry – Restaurant & Front desk Cashiering / Night Auditor/ Receiver / Store keeper / Communication, Leadership & Supervisory Skills • Hotel Lanka Oberoi – Restaurant Cashier • Colombo Hilton Hotel – Assistant Head Restaurant Cashier • Abu Dhabi Sheraton Hotel – Restaurant Cashier, Front office Cashier, Night Auditor, Receiving Clerk, Food Storekeeper, Beverage Storekeeper, General storekeeper • Eden Hotel Sri Lanka – Night Auditor • Bahrain Sheraton Hotel – Night Auditor Total Years of Experience: 11 years (B) General Administration / Stores Management / ISO 22716 Cosmetics GMP implementation / 5S Implementation / Cosmetics Retail Shop Audits / Petty Cash handling/ Quality Control Checker in Cosmetics industry / Leadership and Supervisory Skills • Abu Dhabi Sheraton Hotel – Food Storekeeper, Beverage Storekeeper, General Store keeper & Receiving Clerk • MAS Bodyline (pvt) Limited Sri Lanka- Administrative / Stores Executive in Consumable Stores consist of printing & stationery, electrical. Mechanical & plumbing items. • Al Marai Hail Arable Farm Saudi Arabia – Warehouse Supervisor. Stores consist of large stock of consumables, spare parts for the machinery, seeds, crop inputs & pesticides. • Awal Plastics Bahrain – Payroll Officer, Production Coordinator, Job order costing clerk, Credit Control Invoicing, Sales Coordinator, Finished Goods Store Executive • Asghar Ali WLL Bahrain – Finished Goods Stores Supervisor, Raw Material Stores Supervisor, Coral Shoe Stores Supervisor, Cosmetics Shop Audit, Process Auditor (ISO 22716 GMP on Cosmetics implementation), Petty Cash In charge, Quality control checker in cosmetics industry Years of Experience: 25 years Southern Spice WLL Receptionist & Cashier 20th April 2026 to 30th June 2026 Indian cuisine popular restaurant in Gudabiya
	Experience

Experience	Beauty Blends WLL Operation Executive 13th February 2026 to 31st March 2026 Cosmetics manufacturer & retail chain with over 40 outlets in Bahrain Middle East Traders WLL Storekeeper May 2025 to August 2025 Store consist of Vinyl, Tiles, Rack systems, HD Smart Glass Asghar Ali WLL – Bahrain Process Auditor October 2013 to September 2024 Asghar Ali WLL is one of the pioneer manufacturers of perfumes and bakhoor products to cater to the local traditions & customs in the region. Joined the company as Raw Material Stores Executive. <u>Positions held</u> • Raw Material Store Executive • Finished Goods Store Executive • Coral Ladies Shoes, Hand Bags & Purse Store Executive • ISO 22716 Cosmetics –(GMP) Process Auditor liaising with SGS • Quality Supervisor in manufacturing process • Internal Stock Audits – (Raw Material & Finished Goods) • Cosmetics Shop Auditor (conduct quarterly shop audits in 34 shops in Bahrain) • Accounts Executive (handle petty cash and local purchase orders) <u>Key Responsibilities</u> • Receiving all raw material, Storing, Distribution, prepare all documents such as GRN, quality inspection reports, Material issue notes, physical stock verification, cycle count, supervise and motivate staff • Allocate & distribute finished goods to various countries in GCC. Prepare all documents, supervision the function and take control of tasks and staff. • Carry out physical stock taking in factory raw materials and finished goods and in all Cosmetics Sales Outlets (34) in Bahrain • Process audits in manufacturing area as per ISO 22716 on GMP standards. • Supervise quality control process as per set guidelines. • Implementation of good manufacturing practices (GMP) and 5S and health and safety principals in the premises. • In Charge of petty cash handling for retail outlets in Bahrain, Qatar, Saudi Arabia, UAE, Oman. Preparation of local purchase orders using Microsoft D365
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Experience

Awal Plastics LLC - Bahrain

June 2008 to September 2013

Awal Plastic is one of the pioneers in producing visual communications signs and vehicle number plates in Bahrain

Positions held

- Payroll Officer
- Production Coordinator
- Job Order Costing Clerk
- Invoice Clerk in Credit Control Department
- Production Coordinator
- Sales Coordinator
- Finished Goods Stores Executive

Key Responsibilities

- Update the job order status and generate system reports
- Provide project status updates and adjust activities as needed to meet project deadlines
- Execute documents and distribute reports on a frequent basis to production personnel related to production targets and to be used for in decision making
- Schedule and coordinate flow of work within or between departments of manufacturing plant to expedite production
- Coordinate the scheduling of meetings, and the assigning of responsibility for specific tasks
- Produce detailed reports, meeting notes, and notifications
- Sort and check all documents relating to invoicing, prepare system generated invoices and maintain records related to debt
- Maintain employee and standard payroll data in the payroll system, and make approved changes for each payroll run
- Ensure best practices of payroll processes are undertaken such as regular checking of data entry, audits and reports of payroll are carried out to minimize errors
- Develop, update and maintain payroll files, databases and spread sheets on a regular basis
- Verification of standard cost against actual cost incurred in job order costing
- Prepare customer quotations, system generated job orders and delivery notes

Al Marai Company – Al Kabir Arable Farm Hail Saudi Arabia

Warehouse Supervisor

Nov 2007 to May 2008

Joined as stock controller. Within three months I was promoted as warehouse supervisor by the regional farm manager Mr. Steven Blair

Key Responsibilities

- Responsible for maintaining large stock of seeds, crop inputs and machinery spare parts
- Ordering, receiving, loading and unloading, storing and distribution of items according to

Experience	the set procedures and guidelines and maintain documents related to specific tasks • Preparation of management information reports such as age analysis, stock usage reports and stock valuation reports • Plan and carryout daily, periodic stock verification, prepare stock variance reports and do the necessary adjustments to system Inventory based on findings • Allocation of duties among staff, keeping records on employees' progress, attendance and leave • Brief the staff about daily events, discuss plans and motivate them • Monitor and maintain the pest control systems, temperature levels in cool rooms, freezers and maintain 5S & health and safety standards. Bahrain Sheraton Hotel November 2004 to November 2006 Night Auditor <u>Key Responsibilities</u> • Act as a guest service agent during night shift assisting for functions in reception, reservation & PABX system • Run system generated management reports on food & beverage consumption, room revenue and other services • Transmit all credit card payment receipts in batches Abu Dhabi Sheraton Hotel Aug 1987 to Nov 1994 <u>Positions Held</u> Restaurant Cashier Front office Cashier Night Auditor Food storekeeper Beverage storekeeper General Storekeeper Receiving Clerk Luxury five-star hotel consisting of 272 guest rooms and suites. <u>Key Responsibilities</u> • Welcome arriving guests, provide information and facilitate them. • Receive and process reservations from clients either in person, or by telephone, fax or e-mail • Check in and check out guests perform cashier duties such as accepting credit cards, cash, travelers' cheques and exchange foreign currency • Communication and coordination with other departments • Resolve guests' problems in quick and efficient manner
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Experience	Hilton Hotel Sri Lanka Food and Beverage Cashier June 1987 to Aug. 1987 Luxury five-star hotel consisting of 384 guest rooms and suites.
Education	Hotel Lanka Oberoi (Now Cinnamon Grand) Sri Lanka Food and Beverage Cashier March 1986 to May 1987 Luxury five-star hotel consisting of 500 guest rooms and suites.
Training Programs	Chartered Institute of Management Accountants U.K. (CIMA) Stage 1 – 1996 <u>Subjects</u> - Financial Accounting Fundamentals - Cost Accounting & Quantitative Methods - Economic Environment - Business Environment & Information Technology Diploma in International Trade and Shipping conducted at the Institute of Commercial Studies – Colombo Sri Lanka (6month course) Area of study - International Trade, Economic Principals related to international trade, Cargo vessels, containers, shipping documents, principals of supply chain management. Passed G.C.E (O / L) Examinations in all eight subjects in 1979 Passed G.C.E. (A/ L) Examination in Commerce stream in 19282 Leadership Development Program - Cenlead Institute of Sri Lanka Areas covered - Goal setting and goal achievement, developing positive thinking, Body/mind behavior, managing stress, time management Leadership & Interpersonal Skills Development Program- Awal Plastics WLL Quality Customer Service – Ceylinco Insurance Outward bound training Program – Sri Lanka Business Development Center Areas covered - Focus on developing teamwork and leadership skills through outdoor activities Creative memory and mind management workshop -Hamilton Capital Associates Sri Lanka (5day workshop) Basic firefighting course (5 Days) – Sri Lankan Air Force First Aid course conducted by St Johns ambulance association ISO 14001 – Internal Auditing Training program at Bodyline pvt Ltd

Training programs	• ISO 22716 (GMP) training for supervisors conducted by SGS • Free online courses in human resources management, quality & health and safety at work
Achievements	• Represent school in Sinhala debates team and running athletics events • Management recognition by winning award in employees' suggestion scheme at Bodyline (pvt) Ltd • Took the initiative to form an excellent First Aid Team at Bodyline (pvt) Ltd
Interests	Humanitarian work, Sports
	I certify that the details provided are true to the best of my knowledge.
	Dishantha Seneviratne

