

# HASITHA PRAMOD

## STORES & INVENTORY PROFESSIONAL

 0768988182

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 hasithapramodh2001@gmail.com



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## PROFESSIONAL SUMMARY

I am a motivated and hardworking professional currently working as an Invoicing Executive at Maybury Fine Foods. I also have experience in stock handling, store operations, order preparation, ERP systems and reporting. I am a fast learner who enjoys taking on new responsibilities and learning new things. Currently, I am studying for a BSc (Hons) in Data Science and looking to build my career in stores, warehouse and logistics operations.

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## WORK EXPERINCE

### Invoicing Executive – Maybury Fine Foods, Nawala

May 2026 – Present

- Handle daily invoicing and customer orders accurately.
- Support store and stock control activities, including checking stock availability and maintaining stock records.
- Prepare pending stock and unavailable-item lists and follow up on stock requirements.
- Monitor and prepare reports on fast-moving and slow-moving products.
- Prepare, check and coordinate customer orders with team members.
- Support daily operations and coordinate tasks among team members when required.
- Use ERP systems for daily business and stock-related activities.
- Use QuickBooks for accounting and transaction-related work.
- Assist in preparing quotations for hotel customers.
- Support retail operations at O'Deli, including cashier duties and customer service.
- Work closely with different teams to ensure orders and daily operations are completed smoothly.

### Intern Software Engineer – Nansoft Global (Pvt) Ltd

May 2024 – Nov 2024

- Supported the development and maintenance of business management systems.
- Worked with databases and system-related data.
- Developed and maintained web applications using React.js, JavaScript, Next.js and Tailwind CSS.
- Used Postman, Git and Web APIs during development and testing.
- Worked with cross-functional team members to solve technical issues and complete assigned tasks.

- Developed and maintained websites and web-based applications using Next.js and JavaScript.
- Worked with APIs, databases and web technologies.
- Communicated with team members to understand requirements and complete assigned tasks.
- Supported website maintenance and troubleshooting.

EDUCATION

- BSc (Hons) in Data Science(ICBT campus 2025 november ongoing)
- Higher National Diploma in Software Engineering – Distinction(NIBM 2023-2024)
- Diploma in Software Engineering – Merit Pass(NIBM 2021-2022)
- G.C.E. Advanced Level – Mathematics Stream(2s pases)
- G.C.E. Ordinary Level (8A 1B)

TECHNICAL SKILLS

- Stock Control & Inventory Management
- Store Operations
- Microsoft Excel & Reporting
- ERP Systems
- Order Processing & Coordination

SOFT SKILLS

- Communication & Teamwork
- Quick Learning & Adaptability
- Problem Solving
- Attention to Detail
- Time Management & Responsibility

LANGUAGES

ENGLISH

SINHALA

REFERENCES

Mr. S. D. W. H. M. R. Madushan  
Sooriyarathne | Co-Founder/ Director,  
Advertaro (Private) Limited.  
070 707 0725

Ms. Wathsala Bandara  
Senior Accountant  
Maybury Fine Foods (Pvt) Ltd  
076 475 5676