



KAVINDU ANUSHALYA

Phone : +94702260353
Email : kavinduanushalya99@gmail.com
Address : Weeliya Junction, Soragune, Haldummulla

PROFESSIONAL SUMMARY

Experienced Administrative and Logistics Assistant with a strong track record in supply chain coordination, inventory management and multi location stock transfers. Skilled at working closely with logistics teams to track product dispatches while keeping a close eye on daily financial and operational records. I combine hands on operational support with data management to keep daily dispatches accurate, smooth, and effective.

WORK EXPERIENCE

Management Information & Supplier Assistant **Aug 2024 – Sept 2026**
Perera & Sons (Pvt) Ltd

- Key Responsibilities:**
- Manage and update inbound and outbound logistics information through ERP systems.
 - Monitor dispatch schedules and coordinate logistics activities to ensure timely deliveries.
 - Handle warehouse and supplier related documentation including GRN, delivery orders, and invoices.
 - Maintain accurate inventory records and monitor product movements between locations.
 - Systematically checked and verified finance short/excess documents to reconcile and ensure financial data accuracy.
 - Support stock control activities and maintain proper inventory tracking.
 - Monitor vehicle movements and delivery timelines to improve operational efficiency.
 - Prepare logistics reports and provide operational information to management.
 - Ensure all documentation and data records comply with company procedures.

Receptionist **Nov 2023 – Jul 2024**
Asiri Hospital

- Key Responsibilities:**
- Managed front office operations and administrative support activities.
 - Maintained professional communication with customers and staff.
 - Assisted with daily coordination and documentation requirements.

PROFESSIONAL QUALIFICATIONS

Following Advanced Diploma in Logistics and Warehouse Management
ISMM – Institute of Supply and Materials Management (2026 – 2027)

Successfully completed Certificate Course in Stores Management
ISMM – Institute of Supply and Materials Management

Followed Computer Application Assistant NVQ Level 3 Vocational Training Authority (VTA)

Successfully completed Professional Certificate in Marketing Course Sri Lanka Institute of Marketing (SLIM)

Followed a Certificate Course related to Microsoft Office and Computer Hardware Tharunu Saviya Institute.

EDUCATION QUALIFICATIONS

Passed G.C.E Advanced Level Examination **2020**
Index No: 3569219

• Economics	A	• Business Studies	C
• Accounting	S	• English	S

Passed G.C.E Ordinary Level Examination **2016**
Index No: 62695193

- 2A's, 1B, 3C's and 3S's Passes

PERSONAL INFORMATION

- Full Name : NAWALA GAMARALALAGE KAVINDU ANUSHALYA
- Date of Birth : 17th February 2000
- ID Number : 200004803147
- Gender : Male
- Civil Status : Single
- Nationality : Sri Lanka

KEY SKILLS

- MS Office (Word, Excel, PowerPoint)
- ERP System Operations
- Inventory Control & Stock Management
- Supply Chain Coordination
- Communication & Teamwork
- Problem Solving
- Time Management & Teamwork
- Adaptability & Leadership

LANGUAGES

- Sinhala - Fluent
- English - Good

REFERENCE

A.M.Kalpani Danushka	H.M.Piyumi Nisansala
Primary teacher,	Assistant Lecturer,
B/Bandarawela M.M.V.	University Of Kelaniya
Bandarawela	Kelaniya
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I hereby declare that the information provided is true and accurate to the best of my knowledge.



Kavindu Anushalay