

G.K.K.J.Prasad

071 955 2959

prasadgkkj@gmail.com

25.09.2026

The HR Manager & Administration

Ceylon Beverage Can (Pvt) Ltd.

Subject: Application for the Position of Executive- Warehouse (Job Ref No-1552474)

Dear Sir/Madam,

I am writing to apply for the position of **Executive Warehouse** at Ceylon Beverage (Pvt) Ltd. With over 15 years of experience in stores, warehouse, inventory management, and logistics, I am confident that I can contribute effectively to your organization.

Currently, I work as a Store Keeper at Lalan Rubber (Pvt) Ltd, handling inventory control, ERP transactions, stock reconciliation, supplier coordination, warehouse operations, staff supervision, and audit requirements.

I also have hotel industry experience as an **Assistant Logistics Manager**, which has strengthened my skills in logistics coordination, stock management, and operational planning.

I believe my experience, leadership skills, and commitment to accuracy and efficiency make me a suitable candidate for this position.

Please find my CV attached for your kind consideration. I would appreciate an opportunity to discuss my suitability.

Thank you.

Yours faithfully,

G.K.K. J. Prasad

GANEGAMA KANKANAMAGE KISHOCK JAYARANGA PRASAD

+94719552959 / Colombo-Sri Lanka / prasadgkkj@gmail.com

PROFILE

Highly motivated logistics and supply chain professional with 15+ years of experience in inventory management, procurement, warehouse operations, and logistics coordination. Skilled in materials management, team leadership, and staff training, with a focus on streamlining supply chain processes. Proven ability to manage large-scale projects, ensure compliance with industry standards, and improve productivity. I hold an Advanced Diploma in Logistics and Warehouse Management from ISMM and am eager to apply my skills to contribute to a dynamic, forward-thinking organization.

PROFESSIONAL EXPERIENCE

STORE KEEPER

LALAN RUBBER (PVT) LTD – BIYAGAMA ZONE B

2025 – PRESENT

- Manage inventory operations and maintain stock accuracy using the **Acumatica ERP System**.
- Monitor stock levels and reorder points to ensure uninterrupted production and timely material availability.
- Coordinate with the Purchasing Department and suppliers to ensure on-time deliveries according to operational requirements.
- Oversee inventory control for Liquid Chemicals, Powder Chemicals, Engineering Stores, Packing Materials, Latex Tanks, and Diesel Tanks.
- Supervise a team of four Store Assistants, one Store Clerk, and one Assistant Store Keeper, ensuring efficient daily store operations.
- Conduct stock counts, inventory reconciliations, and maintain accurate inventory records.
- Prepare reports and provide inventory-related information to Head Office and other Lalan Group companies.
- Ensure proper storage, handling, safety, and housekeeping standards, particularly for chemical materials.
- Support and coordinate various audits, including Customer Audits, ISO Audits, Environmental Audits, C-TPAT Audits, and Internal Compliance Audits.
- Prepare audit documentation and maintain records in compliance with company and regulatory requirements.
- Train and develop store staff to improve inventory management practices, operational efficiency, and compliance standards.

Assistant Logistic Manager-

October 2023 to January 2025

- Managed end-to-end supply chain operations, including purchasing, logistics, and inventory management.
- Conducted regular stock counts and audits of liquor and bar inventory, including daily sales and cash reconciliation.
- Performed cost analysis and implemented cost-control measures using ERP systems.
- Developed and monitored KPIs to improve operational efficiency and reduce operational costs.
- Coordinated vendor negotiations, customer service, purchasing, and logistics processes.
- Conducted staff training, work scheduling, and performance evaluations.
- Led supervisors and warehouse assistants to ensure smooth and timely delivery operations.

STOREKEEPER- January 2009 to September 2023

International Construction Consortium (Pvt)Ltd.

- **Inventory Management:** Managed the accurate verification of physical stocks, monitored reorder levels, prepared detailed reports, ordered materials, and issued supplies in a timely and efficient manner.
- **Logistics Coordination:** Organized transportation for the loading and unloading of goods, coordinated transport vehicles, and programmed and scheduled loading/unloading operations to optimize the supply chain process.
- **ERP System Management:** Utilized the Enterprise Resource Planning (ERP) system for updating records, conducting data analysis, and ensuring smooth integration of inventory data into the company's operational framework.
- **Team Leadership & Man Management:** Effectively managed a team of 20+ workers, allocating tasks based on skills and availability to ensure optimal productivity and team efficiency.
- **Record Maintenance:** Maintained precise records on stock levels, delivery times, lead times, and product quality, ensuring all operational processes adhered to company standards and expectations.

PROFESSIONAL EXPERIENCE

STORE CLERK / COMPUTER OPERATOR- June 2003 to December 2008

International Construction Consortium (Pvt)Ltd-

- Managed material issuance and ordering to maintain stock levels.
- Handled petty cash and processed bank deposits.
- Prepared monthly financial and inventory reports.
- Operated IT systems for accurate data entry and record updates.
- Coordinated with suppliers to ensure timely material availability.

OTHER SKILLS

- Adaptable and efficient in handling diverse tasks across various environments.
- Strong problem-solving, decision-making, and multitasking abilities.
- Quick learner, thriving in fast-paced logistics operations.
- **Skilled in breaking down complex tasks into smaller steps and executing them with planning, organizing, leading, and controlling to achieve targets within the timeframe.**
- Proficient in Microsoft Excel, Word, PowerPoint, and ERP systems.
- Certified Forklift Operator with experience in light vehicle operations.
- Expertise in inventory control, vendor coordination, and transportation management.

EDUCATION & PROFESSIONAL QUALIFICATION

Institute of Supply and Materials Management- (12.06.2022 to 30.04.2024) Advanced Diploma in Logistics and Warehouse Management (English Medium)

- Warehousing and Inventory Management
- Transportation Management.
- Management Processes and Practices.
- Enterprise Resource Planning (ERP) in Logistics.
- Quantitative Techniques for Logistics.
- Introduction to Supply Chain and Logistics Management.
- Import and Export Procedures.
- Financial Accounting in Logistics.
- Demand and Distribution Management.

EDUCATION & PROFESSIONAL QUALIFICATIONS

Institute of Supply and Materials Management- 2021 to 2022

Store Management- First Division Pass

- **Management Principles and practice.**
- **Principles of Purchasing and controlling stock.**
- **Management of stocks and Material.**

National Vocational Qualification

Logistics Operations- 22.07.2023

National certificate- NVQ-level-04

United Tractor & Equipment (Pvt) Ltd-(UTE-CAT) www.ute.lk

CERTIFICATE FOR FORKLIFT OPERATOR (2023)

EDUCATION QUALIFICATION

Dharmapala Vidyalaya Pannipitiya

Passed G.C.E. Advance Level Examination

Physics / Botany / Zoology

Sri Indra Jothi Vidyalaya Battarmulla-

Passed-G.C.E. Ordinary Level Examination

- **Commerce and Accounts - Distinction Pass**
- **Buddhism - Distinction Pass**
- **English Language - Credit Pass**
- **Science - Credit Pass**
- **Maths - Credit Pass**
- **History and Social Studies- Credit Pass**
- **Sinhala Language - Credit Pass**