



NISHANTHA PARANAGAME

PROFILE

Results-driven Logistics and Warehouse professional with over 19 years of experience in logistics coordination, inventory management, warehouse operations, and supply chain support across construction, manufacturing, and hospitality industries. Skilled in ERP systems (Sap /Oracle / Xero/ Qb), stock control, transportation coordination, procurement support, and warehouse documentation. Recognized for improving operational efficiency, maintaining inventory accuracy, and delivering timely logistics solutions.

WORK EXPERIENCE

Executive – Finance & Administration

Hotel La Maison de Colombo | Present

- Manage guest invoicing, billing, and payment processing.
- Prepare and maintain daily financial records and documentation.
- Perform bank reconciliations and monitor banking transactions.
- Handle accounts receivable and accounts payable activities.
- Coordinate with guests, suppliers, and internal departments regarding payments.
- Maintain financial documentation and reporting.
- Support month-end financial activities.
- Perform office administration and management reporting.

Executive – Logistics

Access Engineering PLC | August 2022 – 2026

- Planned and coordinated daily transportation and logistics operations for multiple construction projects.
- Ensured timely delivery of construction materials to project sites.
- Managed Goods Received Notes (GRN), Goods Issue Notes (GIN), delivery orders, and dispatch documentation using Oracle ERP.
- Coordinated with procurement teams, suppliers, freight providers, and project engineers.
- Verified material quality and quantities against purchase orders.
- Prepared weekly and monthly logistics, inventory, and audit reports.

Stores Executive

SC Printers (Pvt) Ltd | September 2020 – July 2021

- Managed warehouse operations using QB ERP.
- Controlled raw materials and finished goods inventory.
- Managed receiving, storage, labeling, issuing, and stock documentation.
- Conducted inventory cycle counts and annual stock audits.
- Coordinated dispatch operations and logistics documentation.
- Ensured compliance with QMS and EMS standards.

Accounts Assistant

Turyaa Kalutara (Aitken Spence Hotels) | November 2017 – September 2020

- Processed Accounts Payable and Accounts Receivable using Oracle ERP.
- Verified supplier invoices against purchase orders and GRNs.
- Assisted with month-end closing and bank reconciliations.
- Maintained accounting documentation for audits.

Storekeeper

Heritage Ayurveda Maha Gedara (Aitken Spence Hotels) | 2011 – 2017

- Managed hotel stores and inventory operations.
- Controlled receiving, storage, and issuing of inventory.
- Maintained inventory records and stock balances.
- Verified purchase orders, quantities, quality, and expiry dates.
- Worked closely with purchasing and operational departments.

CONTACT ME

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Dodamgoda

PERSONAL DETAILS

Full Name :- Nishantha Paranagama

Date of Birth :- 15 November 1983

Nationality :- Sri Lankan

Gender :- Male

Civil Status :- Single

NIC No :- Married

LANGUAGE

- Sinhala
- English

SOFT SKILLS

- Leadership
- Team Collaboration
- Problem Solving
- Time Management
- Analytical Thinking
- Communication Skills
- Attention to Detail
- Decision Making
- Planning & Organizing
- Adaptability
- Continuous Improvement

STRENGTHS & SKILLS

- Logistics Planning & Coordination
- Warehouse Management
- Inventory Optimization
- Materials Planning
- Stock Control
- Transportation Coordination
- Distribution Management
- Procurement Support
- Vendor Coordination
- Supply Chain Operations

TECHNICAL SKILLS

- ERP- Sap ,Oracle,Xero,Qb
- Microsoft Excel
- Microsoft Office
- Inventory Reporting
- Logistics Documentation
- GRN / GIN Processing
- Delivery Order Management

Cashier / Accounts Clerk

Neptune Hotel (Aitken Spence Hotels) | 2006 – 2011

- Managed cashiering operations and POS transactions.
- Prepared guest billing and payment settlements.
- Balanced daily cash collections.
- Maintained cash books and reconciliation reports.

PROFESSIONAL QUALIFICATIONS

Advanced Diploma in Warehouse & Logistics Management

Institute of Supply and Materials Management (ISMM) - English medium.

Certificate in Stores Management (Grade A)

Institute of Supply and Materials Management (ISMM)

Certificate in Computer Studies (Grade A)

Vocational Training Center – Western Province

PROFESSIONAL TRAINING

Management Training Program (MTP)

Aitken Spence Hotels

Train the Trainer Program

Aitken Spence Hotels

The Art of Presentation Skills

Aitken Spence Hotels

ACADEMIC QUALIFICATIONS

G.C.E. Advanced Level Examination - 2003

Kalutara Miriswatta National School (Bio Stream)

G.C.E. Ordinary Level Examination

Kalutara Miriswatta National School

REFERENCES

Mr. Waruna Elkaduwa

Finance Manager

Aitken Spence Hotels

Phone: +94 71 399 7987

Mr. Manuka dushmantha

Manager

Access Engineering PLC

Phone: +94 77 315 5013

DECLARATION

I do hereby certify that the particulars given this Bio Data are true and accurate to the best of my knowledge. I will be pleased of furnish you with more details if required.

Applicant by : Nishantha Paranagame