



Contact

Phone

+94776278917

Email

pradeepsadhikari@gmail.com

Address

No. 64, 5th Mile Post,

Diyakobala, Bibile.

Sri Lanka.

Education

1994

G.C.E. Ordinary Level
Examination

1997

G.C.E. Advanced Level
Examination

2008

I have completed Stores
Management course at Institute
of Supply and Material
Management

2008

I have completed Purchasing
Management course at Institute
of Supply and Material
Management

2024

I have completed an online
course in Supply Chain and
Logistics from Alison - Empower
Yourself.

2025

I have completed an online
course in Hazardous Materials
Specialist course from Alison

2025

I have completed the Advanced
Certificate in Logistics & Supply
Chain Management course at IBAS
Institute.

PRADEEP S. ADHIKARI

I am a dedicated professional with strong experience in administration, warehouse operations, logistics, and procurement. Currently working as an Admin and Warehouse Operations Officer at Pelwatte Dairy Industries, I ensure smooth warehouse functions and accurate inventory control. Skilled in MS Office, ERP, and SAP systems, I'm an organized, reliable, and motivated team player, always eager to learn and take on new challenges.

Experience

○ 2023 - 2026

Pelwatte Dairy Industries Private Limited **Admin & Warehouse Operations Officer**

At Pelwatte Dairy Industries, I help oversee daily warehouse activities. I receive and distribute materials, track stock, prepare basic reports for management, coordinate vehicle movements and staff work, monitor attendance, and maintain a clean, safe, organized warehouse to support smooth operations.

○ 2016 - 2023

International Construction Consortium (Pvt) Ltd **Storekeeper**

At ICC Construction Corporation, I supported material management for construction projects. I received and issued materials, processed orders, resolved stock issues, and prepared stock reports. I supervised labor, kept documentation up to date, and maintained accurate inventory. By focusing on efficiency and teamwork, I helped projects finish on time.

○ 2015 - 2016

Sino Lanka Construction (Pvt) Ltd **Senior Storekeeper**

As a Senior Storekeeper at Sino Lanka Construction, I managed material receiving and issuing, inventory control, stock records, and warehouse documentation. I also supervised warehouse staff and resolved stock-related issues, helping ensure efficient operations and timely project completion.

○ 2014

Shapoorji Pallonji Lanka (Pvt) Ltd. **Storekeeper**

In 2014, I worked as a Storekeeper at Shapoorji Pallonji Lanka (Pvt) Ltd. for the Altair Project in Colombo. I managed material orders, inventory control, stock reporting, and labor coordination, helping ensure smooth warehouse operations and successful project completion.

Expertise

- Inventory Management
- Procurement and Purchasing Stores Operations
- MS Office (Excel/PowerPoint/Graphic Design)
- Team Motivation and Leadership
- Discipline and Duty

Language

English

Sinhala

Reference

Mr. Sepala Dahanayake

Deputy General Manager
International Construction Consortium
(Pvt) Ltd,
S de S Jayasinghe Mawatha,
Kohuwala, Nugegoda,
Sri Lanka.
Phone: +94777772755

Mr. Roshan Zawahir

Head of Supply chain,
Pelwatte Dairy Industries (Pvt) Ltd,
Maritime Center, No. 234/02,
2nd Floor, Galle road,
Colombo-03,
Sri Lanka.
Phone: +94702335958

Experience

2012 - 2014

U.S.S. Engineering Private Limited.

Admin and Storekeeper

At U.S.S. Engineering, I worked as an Admin & Storekeeper, handling administrative duties, inventory management, material ordering, and store documentation. I maintained accurate stock records and supported efficient operations, contributing to overall project success.

2011 - 2012

Dredging International Nv (Belgium Company)

Purchasing Officer

As a Purchasing Officer at Dredging International NV, I managed procurement activities for the Sand Mining Project in Sri Lanka. I handled sourcing, supplier coordination, contract negotiations, and timely material deliveries, supporting efficient and cost-effective project operations.

2009 - 2011

BAM International Bv (Netherland Company)

Procurement Officer

As a Procurement Officer at BAM International Bv, I managed supplier relationships, procurement activities, and contract negotiations for the Fishery Harbour Project in Sri Lanka. I ensured timely material delivery and cost control, supporting efficient project execution and successful completion.

2005 - 2009

Jinasena Casting (Pvt) Ltd.

Storekeeper

As a Storekeeper at Jinasena Castings LTD, I managed inventory, stock movements, and record keeping supporting production operations. Through effective inventory control and organization, I helped ensure smooth factory operations and improved production efficiency.

1998 - 2005

Jinasena Casting (Pvt) Ltd.

Storekeeper/ Assistant Storekeeper

I started my career as an Assistant Storekeeper at State Development & Construction Corporation and was promoted to Storekeeper during my 3.5 years of service. I managed materials and logistics for major infrastructure projects, developing strong skills in inventory management, logistics coordination, and project support.

I hereby certify that the above information is true and correct to the best of my knowledge.