

D.S.MALSHANI WEERAKOON

No.908, Jandhipathi Mawatha, Maha Ingiriya, Ingiriya, | 074 0695221 | sasankamalshani99.28@gmail.com

Objective

An Open minded, effective, and discipline person who aim able find an exciting and challenging entry level position in the industry alongside a company they will continually motivate and drive me to do my best and improve my skills and abilities in order to be able to assist the company in achieving its company missions and goals.

WORK EXPERIENCE

Administrative Assistant

Taian Lanka Steel Company (Pvt) Ltd – BOI

Sep 2020 – Sep 2022

- Maintained office systems, records, and filing (electronic & paper)
- Performed basic bookkeeping and data entry tasks
- Handled confidential information with discretion
- Supported warehouse operations and inventory management
- Managed loading documentation and ensured accuracy
- Built effective working relationships with staff and stakeholders

Stores Assistant

RPC Polymers – BOI

Apr 2023 – 31st Mar 2026

- Managed invoices, GRNs, and petty cash records with accuracy
- Performed production and administrative data entry tasks
- Maintained inventory records and monitored stock levels
- Assisted in receiving, storing, and issuing materials
- Coordinated with warehouse and production teams for stock movement
- Ensured proper documentation and filing of store-related records
- Supported stock audits and reconciliations

Regional Operations Executive

Union Assurance PLC

2nd Apr 2026 – 2nd Jun 2026

- Managed cash and cheque deposits, clearance, and banking documentation
- Performed accurate reconciliation and maintained financial transaction records
- Coordinated daily regional operations and ensured smooth branch workflow
- Prepared operational reports for management decision-making
- Monitored branch activities and supported performance improvement initiatives
- Handled customer and branch queries related to financial and operational matters
- Ensured compliance with company policies, audit standards, and procedures
- Liaised with banks and internal departments to ensure timely processing of transactions
- Supported sales and operations teams in achieving business targets

Planning Assistant

Phoenix Industries Limited

06th July 2026 – 06th August 2026

- Assisted in production planning and scheduling to support efficient manufacturing operations.
- Prepared and updated daily production plans based on customer orders, material availability, and production capacity.
- Coordinated with production, stores, procurement, and quality teams to ensure smooth workflow and on-time production.
- Monitored production progress and communicated schedule changes or delays to the relevant departments.
- Maintained planning records and generated production-related reports using **Microsoft Dynamics 365 Business Central** and **SAP ERP**.
- Updated production orders, material information, and inventory-related data within ERP systems to ensure data accuracy.
- Used Microsoft Excel to analyze planning data, prepare reports, and track key production metrics.
- Supported inventory and material planning to help reduce production interruptions and improve operational efficiency.

PROFESSIONAL QUALIFICATIONS

- **ADVANCED DIPLOMA IN PURCHASING & LOGISTICS MANAGEMENT – ISMM COLOMBO** (*Currently Following*) 2025/26

The program covers procurement processes, supplier management, supply chain operations, inventory control, warehousing, transportation, and distribution planning. Gaining practical knowledge in logistics coordination, cost optimization, stock management, and efficient movement of goods within the supply chain

- **DIPLOMA IN BUSINESS MANAGEMENT – EPEL CAMPUS, DEHIWALA**

Studied core business areas including management principles, marketing, organizational behavior, and administration.

- **ENGLISH LANGUAGE COURSE – SRI PALEE CAMPUS**

Developed communication skills in reading, writing, speaking, and professional English usage.

ACADEMIC QUALIFICATION

GCE (A/L) Examination 2018

Taxila Central College –Horana

INDEX NO:1643576

Subject	Grade
Sinhala	A
Economics	C
Political Science	C

GCE (O/L) Examination 2015
Prajapathi Girls College –Horana

INDEX NO:51073579

Subject	Grade
Sinhala	A
Mathematic	A
Buddhism	A
Health & Physical Edu:	A
History	A
Dancing	A
English	B
Science	B
Tamil	B

SKILLS AND ABILITY

COMPUTER LITERACY/ (ERP-)
ABILITY TO KEEP A POSITIVE ATTITUDE IN A FAST-PACED ENVIRONMENT.
EXCELLENT COMMUNICATION SKILLS.
RELIABLE, WITH HIGH INTEGRITY AND STRONG WORK ETHIC.
TEAM WORK. /PROFESSIONAL APPEARANCE AND ATTITUDE.

PERSONAL DETAILS

Full Name : Dona Sasanka Malshani Weerakoon
Date of Birth : 28th November 1999
Nationality : Sri Lankan
NIC No : 199983311393
Gender : Female
Marital Status : Single

REFERENCES

▪ **Mr. Thilina De Alvis**

Production manager
Inoac Polymer Lanka
(PVT) Ltd,
Lot 15A,
HEPZ, Poruwadana, Horana
Tel: 071 2378665

▪ **Mr. Lakshitha Edirisinghe**

**Senior Executive – Operations coordination
& Monitoring**
Laugfs Gas PLC
Tel: 075 2920267

I do hereby declare that the aforesaid particulars are true and accurate to the best of my knowledge.

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Signature