

GAMAGE SHASHIKA SUBODANA MADUSHANKA

Nambapana, 12440 Ingiriya, Sri Lanka

Phone: (+94) 070 294 0388 | Email: shashikam714@gmail.com



PROFESSIONAL SUMMARY

Detail-oriented and highly organized professional with over 5 years of experience in production planning, inventory management, and commercial operations. Proven track record of optimizing supply chain workflows, managing daily store operations, and ensuring seamless communication between production and marketing teams. Adept at data management, workflow optimization, and stakeholder relations. Equipped with strong analytical abilities and seeking to leverage expertise in inventory control and operational planning to drive efficiency and meet organizational targets.

CORE COMPETENCIES & SKILLS

- **Operational Skills:** Production Planning & Scheduling, Inventory Management, Store Operations, Supply Chain Coordination, Order Loading & Dispatching
- **Administrative Skills:** Local & Export Sales Documentation, Data Entry, Invoicing, Purchase Orders, Employee Record Management
- **Soft Skills:** Cross-functional Communication, Problem-Solving, Time Management, Stakeholder Relations, Detail-Oriented Analysis
- **Technical & Languages:** Information & Communication Technology (NVQ Level 4), English (Stores Management Course)

PROFESSIONAL EXPERIENCE

Planning Assistant — Earthfoam (Pvt) Ltd

17/02/2026 – Present

- Formulate and execute daily production plans to align manufacturing output with strategic operational targets
- Determine accurate order loading dates and proactively communicate schedule updates to the marketing division to ensure timely dispatches
- Monitor ongoing production progress and oversee material availability to prevent workflow bottlenecks and maintain continuous operations

Storekeeper — Merbok MDF Lanka Pvt Ltd

08/09/2025 – 16/02/2026

- Managed daily store operations, maintained meticulous stock registers, and implemented effective inventory control measures
- Handled the receiving, issuing, and precise recording of all manufacturing materials
- Coordinated with production and purchasing departments to ensure consistent material availability and adherence to safety standards

Commercial Assistant — Merbok MDF Lanka Pvt Ltd

18/02/2022 – 08/09/2025

- Prepared and processed comprehensive local and export sales documentation with a high degree of accuracy
- Developed and managed productive relationships with customers, suppliers, banks, and other key external stakeholders to facilitate smooth commercial operations

Data Entry Operator — Beira Brush Pvt Ltd

18/01/2019 – 18/09/2020

- Accurately processed daily invoicing and purchasing orders to support departmental workflows
- Managed and updated departmental employee attendance and leave records efficiently

EDUCATION & PROFESSIONAL TRAINING

- Course in Stores Management (English Medium) — Institute of Supplies & Materials Management (ISMM), Colombo
- National Certificate in Information & Communication Technology (NVQ Level 4) — NAITA, Rathnapura
- Industrial Trainee — Ceylon Electricity Board, Rathnapura (20/03/2017 – 19/09/2017)
- G.C.E. Advanced Level (Mathematics Stream) — Sripalee College (2014)
- G.C.E. Ordinary Level — Sripalee College (2011)

REFERENCES

Dilip Jayasundera - Head of Commercial, Lanka Aluminium Industries PLC. Phone : 0773763904

Probodhani Jayathissa - Human Resources Manager , Merbok MDF Lanka (Pvt) Ltd , P.O. Box 12, Perth Estate, Export Processing Zone, Horana. Phone : 0711782365 , Email : probodhni.sl@merbok.com