

Thilina Prasad

Senior-Executive Stores



CONTACT

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SKILL HIGHLIGHTS

- Communication skills
- Decision making
- Inventory Management
- Leadership
- MS Office Package
- Technology Proficiency:
- SAP ERP System, SPSS

SUMMARY

Supply Chain and Stores professional with **6+ years of experience in manufacturing**, specializing in warehouse and inventory management, MRP, material planning, SAP ERP, and store operations. Experienced in coordinating with purchasing and production teams, maintaining inventory accuracy, and ensuring timely material availability. A proactive and adaptable professional with strong communication, leadership, problem-solving, and decision-making skills, seeking career growth in **Supply Chain and Warehouse Management**.

EXPERIENCE

Senior-Stores Executive – Polycrome Electrical Industries | April 2026 – Present

- Monitor and supervise overall store operations, including finished goods, semi-finished goods, and raw material warehouses.
- Prepare monthly MRP reports and make sure adequate stock available for production.
- Ensure adequate storage capacity, tools, and equipment are available for store operations.
- Ensure the availability of required materials for production and coordinate with the Purchasing Department to obtain urgent materials at the earliest possible time.
- Handle employee issues and problems and provide immediate solutions when necessary.
- Oversee store transfers, related processes, and documentation, and approve purchase requisitions and Goods Received Notes (GRNs).

Junior-Executive Inventory Control – Abans Engineering PVT LTD | October 2024 – April 2026

- GRN incoming materials.
- Material code creation.
- Conduct periodic stock audits and reconcile physical stock with system records
- Investigate and resolve inventory discrepancies or variances.
- Generate inventory reports.
- Maintain accurate stock records using inventory management software
- Monitor and manage inventory levels across all storage locations.

Admin Assistant - PGP Glass Ceylon PLC | September 2016 – June 2024

- Collaborated with the suppliers to purchase services and coordinate with the finance department, ensuring timely processing of supplier payments through effective follow-up procedures.
- Created service purchase requisitions using the SAP system and facilitated the Goods Receipt Note (GRN) process.
- Managed the ordering and maintenance of departmental stationery and equipment, ensuring availability for seamless operations.
- Compiled and created monthly plant review presentations, showcasing key logistics metrics and performance.
- Served as the leader of the department's Parivarthan team,

RESEARCHES ISMM 2020-2023) Factors influencing in implementation of sustainable procurement in the glass industry - ACHIEVEMENTS ISMM 2020-2023) Module top in IT for supply chain management module PERSONAL INFO Languages: English, Sinhala Nationality: Sri Lankan	Customer relationship assistant - Assetline Leasing Company Limited September 2015–February 2016 Efficiently managed a high-volume of inbound and outbound customer calls, ensuring prompt and professional communication. - Gathered and verified all essential customer information necessary for precise tracking and logistical coordination. - Demonstrated the ability to defuse volatile customer situations calmly and courteously, fostering positive relationships and maintaining customer satisfaction. - Accurately documented customer interactions and systematically researched and resolved service issues, ensuring swift and effective solutions. PROFESIONAL QUALIFICATIONS - Successfully completed Graduate Diploma in Purchasing & Supply Management at Institute of Supplies and Materials Management (ISMM) EDUCATION - Diploma in Purchasing & Supply Management- ISMM 2020-2023 - G.C.E. (A/L) 2010 - Wadduwa Central Collage Science Stream (Chemistry/ Physics/Biology)3S’s - G.C.E. (O/L) 2006 - Wadduwa Central Collage Science-A, Mathematics-B, Social Studies-B, English-C, Commerce & Accounts- CA, 3B’s, 4C’s, S EXTRA-CURRICULAR ACTIVITIES - Successfully followed First Aider Training – Red Cross2023 - Won 3rd place in “Drive Results” fastest finger first quiz -PGP Corporate2023 - Participated for cyber security management program-PGP Glass2023 - Fire evacuator- Fire evacuation team -PGP Glass(2019 to Present) - Successfully completed firefighting training -PGP Glass2019,2020,2021. - Admin department “Parivarthan” team leader – PGP Glass(2020 to 2023) REFERENCE Chaminda Bokulamulla Manager – Procurement CBL Group +94 37 555 0000 +94 74 216 3611 Pubudub.cblgf@cblk.com Ashan Srilal Manager – Supply Chain PGP Glass Ceylon PLC +94 76 942 4958 ashan.eranga@pgpfirst.com
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