



CONTACT

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EDUCATION

G.C.E. Advanced Level (2000)

St. John’s College, Nugegoda

Business Statistic	C
Accounting	C
Economics	C
Business Studies	C

SKILLS

- Lean Manufacturing Facilitation
- Employee Relations
- Leadership & Teamwork
- Effective Communication
- Critical Thinking
- Data Analyzing
- Event Organizing
- Project Management

LANGUAGES

- Sinhala (Fluent)
- English (Good)

THILINA NADEESHAN RANASINGHE

PROFILE

An energetic and dedicated individual accepts challenges and adapts to changing environment. Quickly grasp new ideas and concepts and develop creative solutions to problems. Skills in the best possible manner to achieve any goal. I am also a strong team player with skills developed through various group activities, extra-curricular and co-curricular activities that I’ve participate.

CAREER OBJECTIVE

I am seeking a challenging position in the field of Human Recourse or Manufacturing Process improvement where I can invest my professional skills and academic qualifications to the optimum level to facilitate mutual growth and produce best results for both the organization & my personal career.

WORK EXPERIENCE

Stretchline (Pvt) Ltd – MAS Holdings Subgroup

Leading global manufacturer of elastic products, supplying major B2B customers including Victoria’s Secret, Calvin Klein, Lululemon, and Nike. The company specializes in narrow fabric elastics produced from rubber yarn, polyester yarn, and nylon yarn.

Senior Assistant - Employee Relations 2023 May to Up to Date

- Grievance Management:** Identify and resolve employee grievances through floor visits, escalation to HRM, and structuring 3W action plans; maintain grievance logbook and ensure timely follow-up.
- Leave Administration:** Manage leave records in Oracle & h-senid system, correct swipe/leave errors, and ensure accurate payroll inputs for wages board employees.
- Absenteeism Control:** Monitor daily absenteeism, share reports with HODs, enforce disciplinary actions, analyze attendance data, and prepare weekly review reports.
- Disciplinary Procedures:** Conduct inquiries, issue verbal/written warnings, align employee behavior with company policies, and maintain documentation.
- JCC Coordination:** Facilitate Joint Consultative Committee processes by distributing, collecting, and summarizing concern forms; organize mini JCC meetings with HODs and members.
- Recruitment & Promotions:** Manage TL/GL recruitment cycle including application evaluation, training calendar preparation, budget planning, and issuing promotion letters.
- Cross-Functional Support:** Provide HR-related support and information to Admin, EHS, Payroll, and Training & Development teams.

Senior Assistant- Time & Attendance 2024 May to Up to Date

- HRIS Management:** Enter employee data, generate HR reports, and liaise with service providers for troubleshooting and system improvements.
- Attendance & Overtime:** Download daily attendance, prepare monthly OT reports, and ensure compliance with regulate working hours.
- Payroll Administration:** Coordinate payroll with service providers, maintain records, and ensure timely salary disbursement.
- Compensation & Benefits:** Prepare increments, bonuses, gratuity payments, EPF/ETF documentation, and ensure employees receive claims and benefits on time.
- Employee Documentation:** Issue service and salary confirmation letters, maintain records, and monitor maternity leave registers to ensure benefits are provided.
- Policy Alignment:** Support payroll functions in line with HR strategies and company policies, ensuring compliance and operational efficiency.

PROFESSIONAL QUALIFICATIONS

- Lean Six Sigma Black Belt (CLSSBB), Dr. Mikel J Harry Six Sigma Institute Asia (2021)
- Lean Manufacturing Practitioner Programs (Yellow, Blue, Green Belts) – MAS Holdings (2016–2018)
- Lean New Product Development Master Course – ICCES (2020)
- Total Productive Maintenance Practitioner – ICCES (2020)
- Production Supervisor & Quality Control Courses – NSD International Training College (2001)

ACADEMIC QUALIFICATIONS

- Advance Diploma in Manufacturing Management with a Distinction Pass – NIBM (2019)
- Certificate Course in Human Resource Management - Open University Of Sri Lanka (2023)

SPECIAL PROJECTS

- Create an Articulate LMS for Sinhala medium Lean program for bottom level management in organization. (Equal to Blue Belt lean training & including 16 lean modules)

TECHNICAL KNOWLEDGE & SKILLS

- Analytical Tools: Minitab, Power BI, Pivot Tables, MS Excel
- Platforms: Microsoft Windows, Articulate 360
- Design Tools: Adobe Photocollage, Canva, Cap cut

MEMBERSHIPS

- Member – Sri Lanka Association for the Advancement of Quality & Productivity (SLAAQP)

Senior Assistant – Process Excellence

2014 Oct -2023 May

- **Training Facilitation:** Conducted and facilitated structured training sessions for employees (WB) across multiple departments, ensuring knowledge transfer and skill development. (Lean Training Modules)
- **Applied Systematic Problem-Solving methodologies:** 5 Whys, 8 Steps, A3 Thinking, Fishbone, PDCA to eliminate root causes of production issues, reducing downtime.
- **Kaizen Activities:** Led continuous improvement initiatives to enhance efficiency, reduce waste, and optimize processes.
- **Team Leadership & Motivation:** Applied TL/GL concepts to strengthen teamwork, culture of trust & respect, accountability, and collaboration among cross-functional teams. Guiding team members to develop skills and grow professionally.
- **5S Implementation:** Successfully introduced workplace organization practices across departments, improving safety, productivity, and visual management.
- **Standard Work:** Developed and enforced standardized processes, day mapping, and systematic problem-solving methods to ensure consistency and reliability through meet production required to customer demand.
- **Quick Changeover:** Reduced downtime by implementing efficient changeover techniques, increasing operational flexibility.
- **Value Stream Mapping:** Conducted current state mapping, designed future state value streams, and implemented improvements to eliminate waste.
- **Process Mapping:** Applied Makigami analysis to map information flow, identify bottlenecks, and streamline processes.
- **OEE Establishment:** Defined and tracked departmental OEE metrics to measure and enhance operational performance. Established mechanisms to monitor and reduce downtime, improving overall equipment utilization.
- **TPM Implementation:** Applied TPM principles to maximize equipment effectiveness and reduce breakdowns through Autonomous Maintenance & Planned Maintenance
- **Capacity Analysis:** Identified total manufacturing capacity, compared budgeted vs. actual performance, and communicated gaps to management with actionable solutions.
- **Data Analysis:** Utilized data-driven insights to identify trends, support decision-making, and drive performance improvements.
- **Annual Budgeting:** Contributed to financial planning and resource allocation through preparation of annual budgets.
- **ERP System Management:** Handled PR (Purchase Requisition) and MRN (Material Receipt Note) creation in ERP systems to streamline procurement and inventory

Knitting Planning Coordinator

2008 Apr -2014 Oct

Knitting Supervisor, Alteration Technician Shortfall Analysis

2004 May -2008 Apr

Knitting Machine Team Member

2001 May -2004 Apr

REFERENCE

Dumidu Ranaweera,

Global Director APAC, Middle East, Oceania, Africa & Canada
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Srinath Liyanagama

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