



VINDYA SHASHINI

Warehouse & Logistics Operation Executive



076-9732665



vindyashashini01@gmail.com



SUMMARY

Detail-oriented stores and warehouse professional with experience in inventory management, logistics operations, ERP systems, goods receiving, and stock control in a manufacturing environment. Experienced in supporting material handling, warehouse operations, and the movement of materials. Committed to maintaining inventory accuracy and supporting efficient warehouse and logistics operations.



EDUCATION

University of Sri Jayewardenepura

B.Sc.(General) Degree in Physical Science

2021 - 2024

St. Paul's Girls' School Milagiriya

G.C.E. A/L examination

2011 - 2019



SKILLS

- Warehouse Management
- Inventory Management
- Leadership
- ERP Systems
- Adaptable and Organized
- Team Working
- Time Management



LANGUAGE

- English
- Sinhala



EXPERIENCE

Junior Executive Warehouse & Transport

Oct 2025 – Present

American Polymers (Pvt) Ltd

- Manage daily stores and warehouse operations to ensure efficient material handling and smooth warehouse management.
- Perform day-to-day warehouse transactions using the ERP system, including material receiving, invoicing, stock transactions, and inventory record maintenance.
- Coordinate loading and unloading activities while ensuring proper storage and handling of materials.
- Prepare Purchase Requisitions (PRs) based on inventory requirements and coordinate with procurement, production, and warehouse teams to ensure material availability.
- Maintain accurate documentation and records for all inventory transactions.
- Ensure compliance with company procedures for safe storage, material handling, and warehouse operations.

Management Trainee - Costing

Jan 2025- Jun 2025

AP Lanka (Pvt) Ltd

- Assisted with costing activities and production cost analysis.
- Supported inventory and material documentation.
- Worked with finance and production teams to maintain accurate records.
- Gained exposure to manufacturing and inventory processes.



REFERENCES

Lahiru Jayawardane

Assistant Manager
Warehouse & Planning
American Polymers (Pvt) Ltd

Phone: 077-4381454

Gayan Samarakoon

Operational Manager
Cap Snap Lanka (Pvt) Ltd

Phone: 077-0834114