

# Shanmuganathan Durkadasan

Junior Executive – Dispatch & Warehouse

## PERSONAL DETAILS

durkeshan154@gmail.com  
+94-774548154  
#98 Upper Division Raigam,  
Ingiriya, Sri Lanka  
DOB: January 2nd, 1993  
Male | Sri Lankan | Married

## SKILLS

- Microsoft Excel
- ERP Software
- Leadership
- Inventory Control
- Warehouse Management
- Supply Chain Operations
- Dispatch Coordination

## MEMBERSHIP

**Student Member**  
Chartered Institute of Logistics &  
Transport Sri Lanka (CILT)

## LANGUAGES

- Tamil (Native)
- English (Proficient)
- Sinhala (Proficient)

## PROFILE

A results-driven Logistics and Warehouse professional with over 9 years of experience coordinating end-to-end supply chain operations. Skilled in dispatch management, inventory control, warehouse organisation, and team leadership. Proven ability to streamline logistical processes, maintain ERP-based records, and ensure on-time delivery. Committed to continuous improvement and operational excellence across all areas of logistics management.

## EDUCATION

### BSc(Hons) Global Logistics

National Institute of Business Management (NIBM)  
Currently in Second Year

### Higher National Diploma in Logistics Management

National Institute of Business Management (NIBM)  
Currently Following

### Advanced Diploma in Logistics Management

National Institute of Business Management (NIBM)  
November 2024 – December 2025 | Completed

### Diploma in Business Management

All India Institute of Management Studies, Colombo

### Certificate Course in Human Resources Management

IPM Sri Lanka, Colombo

## EMPLOYMENT

### Junior Executive – Dispatch & Warehouse

Nithya Paper And Board Lanka (Pvt) Ltd, Horana | Jan 2016 – Present

- **Dispatch Management:** Coordinate with transport providers and drivers to manage the daily loading and shipping of goods, ensuring timely delivery to customers or distributors.
- **Order Processing:** Prepare packing lists, invoices, and shipping documentation for orders.
- **Inventory Control:** Conduct regular stock counts (cycle counting), maintain accurate inventory records via ERP systems, and handle inventory discrepancies.
- **Receiving & Inspection:** Inspect incoming materials against purchase orders to ensure accuracy, quality, and proper labeling.
- **Storage & Organization:** Optimize storage space, ensuring proper layout and product rotation (FIFO/FEFO) to minimize wastage.
- **Staff Supervision:** Lead and train warehouse personnel in picking, packing, and safety protocols.
- **Safety & Compliance:** Enforce health, safety, and security policies (HSE) within the facility to prevent accidents.

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## REFERENCES

### Siva Manohar

Commercial Manager  
mano.nithyapaper@gmail.com  
+94 711 711 311

### Roshan Gamage

Import Export Manager  
commercial\_lanka@nithyagroups.com  
+94 764 220 937

## KEY STRENGTHS

- Attention to Detail
- Problem Solving
- Team Leadership
- Time Management
- Communication
- Adaptability

## PROFESSIONAL SUMMARY

Throughout my career, I have demonstrated the ability to manage complex warehouse and dispatch operations efficiently. My hands-on experience with ERP systems, combined with strong leadership and organisational skills, enables me to drive productivity and maintain high standards of accuracy in all logistics functions. I am dedicated to continuous learning and applying best practices in supply chain management.

## CAREER OBJECTIVES

To secure a challenging role in logistics and supply chain management where I can apply my expertise in warehouse operations, dispatch coordination, and team leadership to contribute to the growth and efficiency of the organisation. I aim to continuously develop my skills and take on greater responsibilities in driving operational excellence.

## DECLARATION

I hereby declare that all the information provided above is true and correct to the best of my knowledge and belief.

Date: .....

Place: .....

.....

*Signature*

**Shanmuganathan Durkadasan**