

Ashanka Rathnayaka

Store Supervisor & Document Controller



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📍 Al Khail Gate, Al Quoz Industrial Area 2 - Dubai

🚩 Sri Lankan

💍 Married

📅 09/08/1995

📄 PROFILE

Dynamic professional with 7 years of diverse experience as a Store Supervisor & Document Controller, and Accounting. Proven expertise in accounting, payroll, and customer service, with a strong proficiency in ERP systems, cash flow management, invoicing, and P&L analysis. Adept at leveraging analytical skills to drive operational efficiency and enhance financial performance. Strong communicator with a commitment to delivering exceptional results in fast-paced environments.

🎓 EDUCATION

Advance Level High School Diploma

Uva College

2012 – 2014 | Badulla, Sri Lanka

Ordinary Level High School Diploma

Uva College

2010 – 2011 | Badulla, Sri Lanka

👛 PROFESSIONAL EXPERIENCE

La Monarose Hotels & Resorts

Document Controller & Store Supervisor

12/2018 – 08/2024 | Badulla, Sri Lanka

- Assist in the preparation of financial statements, budgets, and forecasts.
- Manage accounts payable and receivable processes, ensuring timely and accurate transactions.
- Monitor cash flow and assist in financial planning to optimize resource allocation.
- Collaborate with department heads to analyze departmental budgets and expenditures.
- Ensure compliance with accounting policies and procedures, as well as relevant regulations.
- Support the preparation for audits by maintaining organized financial records and documentation.
- Provide training and support to junior accounting staff as needed.

La Monarose Hotels & Resorts

Procurement & Store Supervisor

03/2017 – 12/2018 | Badulla, Sri Lanka

- Develop and implement procurement strategies to ensure timely and cost-effective sourcing of goods and services.
- Identify and evaluate potential suppliers, negotiating contracts and pricing to secure the best terms.
- Monitor inventory levels across all departments, ensuring optimal stock availability and minimizing waste.
- Collaborate with department heads to understand their specific procurement needs and provide tailored solutions.
- Maintain accurate records of purchases, supplier contracts, and inventory levels using inventory management software.
- Conduct regular audits of stock and processes to ensure compliance with hotel policies and industry regulations.
- Provide training and support to staff on inventory management and procurement best practices.

🔑 INTERESTS

- Watching Movies
- Playing Cricket
- Booking Read
- Gaming
- Cooking

SKILLS

Attention to Detail	<div><div></div><div></div><div></div><div></div><div></div></div>
QuickBooks	<div><div></div><div></div><div></div><div></div><div></div></div>
ERP System	<div><div></div><div></div><div></div><div></div><div></div></div>
Cash Flow Management	<div><div></div><div></div><div></div><div></div><div></div></div>
Credit Management	<div><div></div><div></div><div></div><div></div><div></div></div>
Budgeting	<div><div></div><div></div><div></div><div></div><div></div></div>
Event Management	<div><div></div><div></div><div></div><div></div><div></div></div>
Communication Skills	<div><div></div><div></div><div></div><div></div><div></div></div>
Time Management	<div><div></div><div></div><div></div><div></div><div></div></div>
Reporting Skills	<div><div></div><div></div><div></div><div></div><div></div></div>
Regulatory Compliance	<div><div></div><div></div><div></div><div></div><div></div></div>
Problem-Solving	<div><div></div><div></div><div></div><div></div><div></div></div>
Team Collaboration	<div><div></div><div></div><div></div><div></div><div></div></div>

REFERENCES

On Request reference will be provided