

## CURRICULUM VITAE



**Mestiyage Don Lankananda Gunatilaka.**

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### **CAREER OBJECTIVE**

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Being an individual equipped with academic qualities and well developed technical and interpersonal skills, and experiences in professional practice, my objective is to put into use my experiences gained where my skills and expertise will make a positive contribution to the growth and future of the company.

### **STRATEGY PROFILE**

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Active participation and positive contribution to the strategic decision-making process of the organization as a self-motivated and hardworking team player.

Having spent my initial career in a leading audit Company in Sri Lanka and later worked for one of the most challenging industries of textiles, I have always looked at the long-term perspective of businesses and made valuable contributions to the organization.

I am now part of a leading retail group in the UAE working as an Assistant Warehouse Manager cum Inventory Controller applying my experiences to use for the betterment of the company.

### **PROFESSIONAL PROFILE**

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Successfully completed three years of professional Chartered Accountant training at the *Institute of Chartered Accountants* of Sri Lanka in M/s **HLB Edirisinghe & Co (A member of HLB International)** which is a well-established audit firm in Sri Lanka.

### **ACADEMIC PROFILE**

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- Master of Business Administration (Reading) - Postgraduate Institute of Management (PIM) University of Jayewardenepura, Sri Lanka - 2024.
- G.C.E. (Advanced Level) with One Very Good Pass (B), two credit passes (C's) & one Simple pass (s) - 2000.
- G.C.E. (Ordinary Level) with four Distinctions (D's), three Credit passes & one Simple pass (S) - 1996

## EXPERIENCE PROFILE – SUMMARY

Capacity	Organization	Period	
		From	To
Asst. Warehouse Manager/Inventory Controller	Lootah Perfumes LLC.	21 <sup>st</sup> Mar 2022	Present
Inventory Controller	NCC Group LLC.	8 <sup>th</sup> Jun 2021	17 <sup>th</sup> Feb 2022
Stock Controller	Al Ghurair Retail LLC.	13 <sup>th</sup> Jul 2011	23 <sup>rd</sup> Apr 2021
Accountant	Al Ghurair Retail LLC.	13 <sup>th</sup> Nov 2009	12 <sup>th</sup> Jul 2011
Chief Accountant	Priority Garments (Pvt) Ltd.	1 <sup>st</sup> Jul 2008	30 <sup>th</sup> Oct 2009
Assistant Accountant	Fascination Group LLC.	01 <sup>st</sup> Oct 2004	30 <sup>th</sup> Jun 2008
Audit Trainee	HLB Edirisinha & Co.	1 <sup>st</sup> Jul 2001	30 <sup>th</sup> Sep 2004

## EXPERIENCE PROFILE – DETAIL

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***Asst. Warehouse Manager cum Inventory Controller. - Lootah Perfumes LLC. 21st February 2022 to present.***

- Oversee daily warehouse operations while controlling and managing inventory & logistics.
- Enhance automation and improvements on the entire process in the warehouse for efficient utilization of resources, systematically removing errors, and reducing variation.
- Review and assist the department manager in preparing workflows, staffing requirements, space allocations, equipment layouts, and action plans that meet productivity and quality.
- Responsible for checking expired, excess & damaged stocks and updating the concerned departments.
- Responsible for incoming & outgoing stock register in avoiding avoids stock loss, stock, and damage, over and under stock.
- Closely work with the concerned department for production planning and ensure optimum availability of stock.
- Working closely with sales teams regarding stock management, ordering, purchase orders, transfer orders, receiving stocks, & all other relevant transactions through System.
- Maintains storage area by organizing floor space, adhering to the storage design principle, and recommending improvements.
- Ensure a healthy and safe environment by establishing and enforcing standards by complying with legal regulations.
- Responsible to overview of the daily staff roster and improve productivity to maximize efficiency & minimize overtime.
- Assist Department Manager with budget preparation and control warehouse operational expenses.
- Close cooperation with concerned departments in forecasting the stock requirement for retail, distribution & Ecommerce as per the stock movement and volume of sales, to prevent overstocking and running out-of-stock.

- Develops new BI dashboards for business needs, enhance automation, and improvements on MS Dynamics reports to manage inventory movement.
- Performing regular physical inventory audit checks at the stores to ensure inventories are matching as per the system/records and provide accurate feedback on the investigation of any stock discrepancies at the store. A rotation audit schedule is to be agreed upon and maintained with Sales Manager & Finance (Quarterly/annually).
- Assist the Area Manager in the rotation of stocks / internal stock transfers between the branches to smooth the sales operations.

***Inventory Controller – NCC Group LLC. - 08th June 2021 to 17<sup>th</sup> February 2022***

- Handling Supply chain and retail all compliance related to Inventory & Finance support.
- Support new development to improve the process of Inventory Control & Management.
- Training related teams about the process and importance of Inventory in business.
- Support to Audit to complete checks of the policies and compliances.
- Developing & implementing effective shrink control programs & procedures.
- Monitoring of regular and random inventory-related SOPs adherence.
- Management of disposal of excess and aged inventory.
- Physical stock verification (including reporting results of PI cycle counts and enforcing controls)
- Responsible for monitoring the stock in transit accounts and follow-up actions required to correct any aged or discrepant items.
- Liaise with regional and corporate planning teams to monitor stock levels and highlight issues to be addressed.

***Inventory Controller- Al-Ghurair Retail LLC. - 13th July 2011 to 23rd April 2021***

***Key Accountabilities:***

***Annual stock takes and cyclical counts.***

- To be responsible for planning and coordinating annual and Bi-Annual stock count for the 45 Stores (Shops) and warehouse.
- Analyze deviation and discrepancies ascertaining a tolerance level for shrinkage.
- Designates the task of updating stock files to the Inventory System.

***Physical Inventory Procedures***

- To review and update the system, as well as maintain consistent stock balances by adhering to strict physical inventory control procedures.
- To act as an interface between the inventory and the goods receiving department thereby monitoring and analyzing the errors arising from the different areas.

***Store Commercial Work Groups***

- To work together with Logistics, Sales, and Communication and merchandising teams to ensure the manual errors binning/posting errors are reduced and the disciplines in the system are followed while transferring stocks to display and selling the same from the display.

### ***People Management & Development***

- To supervise the Physical Inventory Control team, Store, and warehouse team to ensure the highest level of work efficiency, and control operational costs.
- Ascertain adequate training and development initiatives to secure quality performance and succession needs.

### ***Accountant- Al-Ghurair Retail LLC. - 13th November 2009 to 12<sup>th</sup> July 2011***

- Prepare & analyze weekly sales reports and Sales related MIS reports to the management.
- Preparation of Bank Reconciliations and making corrections accordingly.
- Monitoring Cash collection and Credit Card Transactions.
- Liaising with the bankers regarding issues relating to credit card issues.
- Processed accounts payable and expense reports in accordance with established policies and procedures.
- Reconciled monthly corporate statements to support documentation and managed to resolve any discrepancies on a timely basis.
- Responded to vendor and employee payment inquiries.
- Prepared monthly entries to the general ledger and prepared corresponding account reconciliations and assisted in the monthly closing process.

### ***Chief Accountant - Priority Garments (Pvt) Ltd. - 1<sup>st</sup> July 2008 to 30<sup>th</sup> October 2009***

- Finalizing & consolidating financials for Monthly, Quarterly, and annually on a timely basis.
- Preparation of Annual Budget.
- Preparation of Weekly, Monthly, and Annually Cash Flow forecasts.
- Preparation of Various types of MIS Reports weekly.
- Reviewing of Bank Reconciliation.
- Reviewing and Monitoring Sales Reconciliation.
- Liaising with the Auditors.
- Liaising with Government Authorities such as Customs regarding the issues.
- Liaising with the bankers

### ***Assistant Accountant-Fascination Group of Companies - 01<sup>st</sup> October 2004 to 30<sup>th</sup> June 2008***

- Preparation of financial statements in compliance with Sri Lankan reporting requirements.
- Preparation of management accounts including budgets & variance explanations.
- Preparation of monthly projection forecast for the following three months using the capacity.
- Preparation of the annual budget (revised every 6 months) with the accountant.
- Preparation of Job costing statement for each completed job.
- Monitoring & controlling major expenses using a control chart.
- Liaising with the Inland Revenue Department regarding tax-related matters.
- Liaising with financial institutions & Government authorities regarding significant matters.

## **1. External Audits**

- Carrying out statutory and non-statutory audits in a wide spectrum of organizations including Hotels, manufacturing, construction, banks, companies engaging in foreign trade, retailers and wholesalers, and Nonprofit making organizations.
- Preparation of overall audit plan and detailed audit programs having an adequate understanding of the organization and its environment.
- Identification of the general and specific risk factors within which the organization's operations are conducted.
- Reviewing financial statements at the planning stage and final stage of the audit.
- Evaluation of internal controls and advising the clients for improvements where necessary.
- Preparation of audited financial statements.

## **2. Internal Audits**

- Reviewing the system established to ensure compliance with policies, plans and procedures, laws and regulations that could have a significant impact on operations and reporting.
- Reviewing the soundness of means adopted by the management to safeguard its assets.
- Appraisal of economy, efficiency, and effectiveness of the transactions executed by the organization.
- Evaluation of operations, programs, and management actions to ensure compatibility with organizational objectives.

## **PERSONAL PROFILE**

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Name in Full : Mestiyage Don Lankananda Gunathilaka

Postal Address : No: P3 -39 Dec Tower, Marina, Dubai, UAE

Contact Number : 00971 551013960

Date of Birth : 26th September 1980

Nationality : Sri Lankan

School Attend : Thurstan College Colombo -03

Driving license : UAE valid License