

PIDUM MAHELA

LOGISTICS OFFICER

CONTACT

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EDUCATION

ENGLISH DIPLOMA

• 12/2017-06/2018

SIPMA INSTITUTE
Kurunegala, Sri Lanka

- Diploma of High education
- English language and spoke

MICROSOFT OFFICE COURSE

• 05/2023-11/2023

IITD INSTITUTE
Colombo, Sri Lanka

- Certificate of high education
- Word, Excel, PowerPoint

PURCHASING AND LOGISTICS MANAGEMENT DIPLOMA

• 03/2024-current

INSTITUTE OF SUPPLY AND MATERIAL MANAGEMENT
Colombo, Sri Lanka

- High national diploma purchasing and logistics management

KEY SKILLS

Logistics planning
ERP system
Quality control
Communication
Inventory management
Stock Control

PROFILE

Experienced professional with a background in quality control, inventory management, and logistics. Proven skills as a Quality Control Officer, Stores Assistant, and Associate Logistics Officer. Adept at ensuring product quality, managing inventory, and coordinating logistics operations. Strong in inspection, record-keeping, order fulfillment, and supplier coordination. Committed to efficiency, compliance, and high-quality results.

EXPERIENCE

LOGISTICS ASSOCIATE • MARCH/2024-PRESENT

Gampola, Sri Lanka

- Operated material handling equipment to move large and heavy load
- Analyzed logistics data to improve operational efficiency and resolve issues.
- Coordinated the supply chain process, ensuring efficient movement of goods from suppliers to customers.
- Maintained effective communication with vendors, enhancing service quality and contract management.

ASSOCIATE QUALITY CONTROL OFFICER • MARCH/2019-NOVEMBER/2022

Kurunegala, Sri Lanka

- Conducted regular inspections and testing of products to ensure compliance with quality standards.
- Developed and implemented quality control procedures and standards to improve product consistency.
- Maintained detailed records of inspections, tests, and corrective actions, ensuring accuracy and compliance.

STORES ASSOCIATION • JANUARY/2018 - MARCH/2019

Galgamuwa, Sri Lanka.

- Managed inventory levels by receiving, storing, and organizing stock efficiently.
- Conducted regular stock counts and audits, ensuring accurate inventory records and preventing discrepancies.
- Maintained detailed records of inventory transactions and updated systems to reflect stock levels
- Assisted customers and internal teams with inventory-related queries and provided support as required.