

SAMPATH JAYATHILAKE

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Results-oriented professional with 9 years of strong expertise in production operations, logistics, and business administration. Backed by an MBA and Business Management degrees, skilled in process optimization, supply chain efficiency improvement, and leading teams. Committed to driving operational excellence and delivering cost-effective solutions that support organizational growth and performance.

SKILLS

Production Planning & Control	Logistics Coordination	Supply Chain Management
Project Management	Process Improvement	Inventory Management
Regulatory & Legal Compliance	Inventory Management	Task Oriented & Data Analysis
Strategic Decision-Making	Teamwork & Leadership	Attention to Detail
SAP & Oracle	ERP & OPUS	Microsoft Skills

WORK EXPERIENCE

Production Executive **2021-2025**

Unichela (Pvt) Ltd (Vidiyal Division – Mas Holdings), Kilinochchi, Sri Lanka

- Spearheaded production activities within the value stream to meet quality and efficiency targets.
- Direct and motivate team members to achieve planned production goals and improve team performance.
- Applied structured problem-solving to address issues and enhance overall operational effectiveness.
- Conducted regular performance analysis to identify gaps and drive process improvements.
- Proposed cost-saving ideas and process optimizations, contributing to continuous improvement on the production floor.
- Used SAP and Oracle systems to manage production data, monitor workflows, and support decision-making.

Logistics Executive **2019-2020**

Global Fisheries (Pvt) Ltd & Global Rubber Industries (Pvt) Ltd, Sri Lanka

- Managed end-to-end logistics operations, including supplier coordination and shipment tracking.
- Handled customs clearance and port documentation to ensure smooth cargo movement.
- Collaborated with government agencies for timely approvals and regulatory compliance.
- Planned transportation and delivery schedules to reduce lead times and costs.
- Monitored logistics workflows and suggested process improvements to enhance supply chain efficiency.
- Operated IFS ERP systems to track inventory, update shipment records, assess management, and streamline logistics operations.

Logistics Executive **2017-2019**

Trinity Steel (Pvt) Ltd, Katunayake, Sri Lanka

- Negotiated transport rates and managed 3PL operations to reduce logistics expenses.
- Arranged inbound and outbound steel shipments, ensuring timely and accurate delivery.
- Secured government approvals and certifications for steel imports and exports.
- Maintained compliance with trade regulations and optimized customs clearance processes.

Junior Executive **2015-2017**

NYK LINE- Hayleys Advantis (Pvt) Ltd, Katunayake, Sri Lanka

- Served at NYK Line Lanka (Pvt) Ltd, the Sri Lankan shipping agent for a leading Japanese main shipping line, in the Customer Service and Documentation department.
- Coordinated seamlessly with shippers, ensuring efficient handling of their requirements and inquiries.
- Maintained communication with overseas agents to manage operations and information flow.
- Used OPUS system to process documentation, update shipment records, and track container status efficiently.

EDUCATION

Master of Business Administration (MBA) University of Peradeniya, Kandy, Sri Lanka	2018-Present
Bsc. (Hons.) Business Management NSBM Green University, Colombo, Sri Lanka <ul style="list-style-type: none">Offered by the University College of DublinGPA: 2.98Grade: Second Class Honours, Grade 2	2014-2017
Higher Diploma in Business Management National Institute of Business Management, Kandy, Sri Lanka <ul style="list-style-type: none">GPA: 3.77Grade: Merit Pass	2014-2015
Advanced Diploma in Business Management National Institute Of Business Management, Kandy, Sri Lanka <ul style="list-style-type: none">GPA: 3.9Grade: Distinction Pass	2013-2014

SECONDARY EDUCATION

G C E Advanced Level Examination Kingswood College, Kandy, Sri Lanka	2012
G C E Ordinary Level Examination Sri Chandananda Buddhist College, Kandy, Sri Lanka	2009

PROFESSIONAL QUALIFICATIONS

JFB Training Program MAS – MOS Academy (VIDIYAL), Sri Lanka	2023
Changes in Incoterms (2020 Edition) & Customs Clearing Procedures Ceylon National Chamber of Industries, Colombo, Sri Lanka	2019
ISO 9001:2015 Internal Auditor Program SGS Lanka (Pvt) Ltd, Sri Lanka	2018
Sri Lanka Computer Competency License National Apprentice & Industrial Training Authority (NAITA), Kandy, Sri Lanka	2013
National Trade Certificate in Computer Applications National Apprentice & Industrial Training Authority (NAITA), Kandy, Sri Lanka	2013

PERSONAL DETAILS

Date of Birth:	26 April 1993
Nationality:	Sri Lankan
Gender:	Male
Civil Status:	Married
Languages:	English, Sinhala, Tamil (Basic)