

VIDURA MADHUBHSHA

Planning & Operations Professional | Administrative & Process Management

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PROFESSIONAL SUMMARY

Organized and detail-oriented professional with over eight years of experience managing planning, reporting, and cross-department coordination in large-scale operations. Skilled in maintaining documentation accuracy, preparing reports, scheduling activities, and ensuring smooth daily workflows. Adept at supporting management through structured communication, data management, and stakeholder coordination. Recognized for dependability, professionalism, and a calm, solutions-focused approach. Now seeking to apply administrative and organizational strengths to support efficient office operations and team collaboration within a growing organization.

EXPERIENCE

Senior Executive – Planning | InQube Global Pvt Ltd

December 2021- September 2025

(A Leading apparel manufacturing and innovation partner for global fashion brands including Aerie (AEO), Victoria's Secret, SKIMS, Savage X Fenty, and Under Armour)

- Coordinated planning, documentation, and reporting activities for a 1,500+ workforce, supporting leadership reviews and daily operational needs.
- Prepared and circulated 25–30 recurring reports per month covering capacity, material readiness, and delivery performance, improving management visibility.
- Maintained 100% accuracy in documentation and updates shared across merchandising, sourcing, logistics, and finance teams.
- Developed Excel-based dashboards that reduced report preparation time by 20% and improved KPI tracking efficiency.
- Followed up with cross-functional teams to close pending actions, ensuring smooth communication flow and timely execution.
- Contributed to maintaining delivery performance above 95% through consistent planning support and structured coordination.

Senior Executive – Operation | MAS KREEDA

July 2021- December 2021

(Leading apparel manufacturer for NIKE brand in Sri Lanka)

- Coordinated office documentation, internal communication, and reporting to maintain 90–95 % operational delivery adherence.
- Assisted management with meeting schedules, correspondence, and performance presentations.
- Monitored daily updates on stock status, order tracking, and invoicing accuracy while maintaining digital records.
- Liaised with customers, suppliers, and finance teams to resolve queries and ensure timely communication.
- Supported administrative tasks related to Lean improvement projects and departmental KPI documentation.

Executive – Planning | MAS KREEDA

August 2017- June 2021

- Developed weekly and monthly order plans aligned with demand forecasts, maintaining balanced production flow and achieving consistent delivery performance above 95%.
- Reviewed historical demand and sales patterns to improve forecast accuracy, enabling better planning decisions and resource utilization across multiple product categories.
- Coordinated with merchandising, sourcing, and logistics teams to ensure timely material readiness, preventing operational delays and maintaining workflow efficiency.
- Introduced the “Virtual Obeya Room” digital platform to monitor departmental Lean initiatives and KPIs, improving visibility, accountability, and project tracking efficiency by 40%.
- Prepared capacity and performance reports for management, improving planning visibility and supporting data-driven discussions on operational efficiency and resource alignment.
- Maintained accurate documentation, schedules, and follow-ups, ensuring all planning-related updates were communicated promptly and archived for management reference..

ACHIEVEMENTS

- Achieved 100% on-time delivery for customer orders by developing robust production plans and aligning resources effectively at InQube demonstrating reliability and timeliness.
- Maintained above 95% on-time delivery performance through timely issue resolution and strong cross-functional collaboration at InQube showcasing strong management and communication skills.
- Accelerated new product integration by 10% faster milestone completion in the first phase of launches at InQube.
- Secured 100% order fulfillment by aligning production with sales forecasts.
- Reduction of lead-time for system work repetitive work flow, completed as a lean enterprise project for MAS Holdings, highlighting continuous improvement and analytical skills.

SKILLS

Strategic Planning • Operations • Management • Market Strategy Support • Cross-Functional Coordination • International Operations • Data Analysis & Reporting • Stakeholder Communication • Project Implementation Support • Standard Operating Procedures • Forecasting & Performance Review • Continuous Improvement • Excel & PowerPoint Proficiency • ERP Systems (SAP, FastReact) • Administrative Accuracy • Trend & Market Insight Analysis • KPI Monitoring & Process Tracking • Problem-Solving • Attention to Detail • Collaboration & Accountability

TECHNICAL PROFICIENCY

Microsoft Office (Excel, Word, PowerPoint) • Power BI • ERP Systems (SAP) • Data Visualization Tools,

EDUCATION

BSc- Physical Science | University of Colombo,

2017

Major - Statistics, Applied Mathematics | Minor- Physics, Computer Science

CERTIFICATION

Open to Buy(OTB)- Retail Merchandising Planning | Udemy

2025

Major - Retail Merchandising & Planning

Supply Chain Analytics- Rutgers the State University of New Jersey (Following)

2025

(Offered by Coursera)

Major – Demand Planning, Forecasting & Competitive Analytics

Lean Six Sigma- Green Belt | The Lean Six Sigma Company

2021

Major- Lean methodology, Lean Tools, DMAIC Process, Six Sigma Tools, Change Management

ADDITIONAL INFORMATION

Full name(As passport) : Katuwanthuduwe Manage Vidura Madhubhasha

Passport No: N11537610 (Valid until 2034)

Nationality: Sri Lankan

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