# 45/19 Rajamaha Vihara Road , Navinna Maharagama

**DILEEPA SANJEEWA MARAPANA**

Tel:-+94112801699 Mobile: +94727277133 / +96550019415

Email: [dileepamarapana@yahoo.com](mailto:dileepamarapana@yahoo.com)

**CAREER OBJECTIVES**

I count sixteen years of career experience in the Logistic & Supply chain industry of which 05 years have been at executive level and 10 years at managerial level. I wish to continue in this same field working in different location / diverse environment, seeking new opportunities and facing up to new challenges to further enhance my career prospect and achieve all-round excellence.

**KEY COMPETENCIES AND SKILLS**

Complex logistical movements Operation management

Logistics planning & Scheduling Commercial negotiation

Customer service Warehousing & Inventory

Process improvement Distribution & Delivery management

Profit & Loss monitoring Training & Development

Supply Chain Management Project management

PROFESSIONAL QUALIFICATION

|  |  |  |
| --- | --- | --- |
| * Master of Business Administration (MBA) | ICFAI University | 2012 |
| * Advance Diploma In Business Management | ICFAI University | 2011 |
| * Diploma in Logistics & Transportation | CILT-UK | 2009 |
| * Diploma in Business Management | ICFAI University | 2010 |
| * Diploma in Modern Management | WIGAN & LEIGH College UK | 2008 |
| * Certificate In Business Management | ICFAI University | 2009 |
| * International Certificate in Logistics & Transport | CINEC –Maritime campus | 2007 |

**ACADEMIC QUALIFICATION**

G.C.E. Advance Level 1997

Commerce -B Accounts -C

Geography -B Economics -C

WORK EXPERIENCE

## Group Operations Manager Mediccom Pvt Ltd 2013-2015

* Managing overall operations of group of companies
* Encouraging, identifying and developing best practice strategy
* Managing oversees activities and coordinate foreign manufactures /suppliers
* Implementing quality management and regulatory compliance strategies
* Established and implement departmental goals and objectives
* Direct and coordinate organizational financial and budgets activities maximize investment and increase efficiency
* Maintain employee productivity and staff trainings
* Implement system / controls and develop strategies
* Managing all manufacturing activities with cost effective
* Coordinating projects & international business

## Manager Logistics Kardin-Logistics Pte Ltd 2006 -2012

* Increase fleet productivity and reduce distribution cost. Source and negotiate lower carrier rates with truck vendors. Maximize equipment/fleet utilization and efficiency &. Ensure that all fleet units, vehicles and equipment are carefully maintained,
* Achieve the company's safety, quality, customer service and regulatory compliance standards , Ensure that all safety norms are observed by all the personnel & contribute to attain zero accident rate
* Responsible for day to day liaison with customer contacts to ensure that all queries & expectations of the customer are satisfied and that the operations run smoothly. Regular Communication meetings to be held with the client.
* Ensure an adequate level of internal controls through strict implementation of company policies, standards and procedures in warehousing and distribution operations in order to mitigate against risks of both loss & reduced service levels
* Evaluate processes and labor activities in order to implement productivity and cost reduction improvements
* Developing business by gaining new contracts, analyzing logistical problems and producing new solutions.
* Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained
* Ensure that all KPIs are exceeded & the reporting thereof are relevant, timeouts & accurate
* Identify issues of logistics weakness/non-compliance & manage all transport requirements / procurement contracts with suppliers
* Managing all human resources activities in warehouse & fleet management

## Store & Admin Manager – Gulf Catering Co. Ltd – Kuwait & Iraq 2005 -2006

(Direct attached to the Multinational Forces in Iraq under K.B.R. in U.S.A)

* Managing 1500 Employees Main Camp & 450 employees Transit camp
* Co-ordination with Administration department for new arrivals/departures -verify and check compliances of camp on a day to day basis
* Maintain camp rules and regulations in the unit in accordance with Company policies and procedures.
* Conduct hygiene audits in the camp including use by date and storage methodologies to ensure camp health and sanitation standards are maintained
* Coordinate emergency response activities and situations, to coach & train team members within the context of fire and emergency response team.
* Develop and maintain a system, including reporting to affected departments, for ensuring that sick/injured or those requiring attention are dealt with timorously with the necessary degree of sensitivity, while within the camp environs.
* Carry out regular inspections of all camp facilities and implement corrective measures as appropriate. Ensure close liaison and co-operation with The KBR standards.

## Logistics Executive Kardin International (Pte) Ltd 2000 – 2005

* Monitor vessel arrival / departures, Synchronize with the terminals and port officials for arranging berthing unearthing operations.
* Coordinate with principals, consignees, local agents and masters of vessels regarding loading discharging operations.
* Prepare and report/submit all documents, payments required for vessel operations to relevant authorities.
* Finalizing vessel cargo discharging loading plans, Coordinate and Monitor terminal operations, Attend to vessel requirements.
* Dispatch all details and documents required to the principals and next port of call.
* Arranging all customs documentation and procedures
* Maximize equipment/fleet utilization and efficiency. Ensure that all vehicles and equipment are carefully maintained, and ensure that a culture of care, accountability and discipline are prioritized at all times.
* Implementing health and safety procedures.
* To provide all necessary logistical support to enable field project activities to proceed with maximum efficiency while adhering to company procedures
* Daily stock management as per procedures
* To manage and coordinate all drivers and make regular inspections of vehicles and vehicle logbooks
* To monitor and evaluate drivers’ performance, fuel consumption and vehicle maintenance and repairs.
* To provide monthly evaluation reports on all transport logistics issues
* To analyze customer Complaints in coordination with concern person & resolve the same by taking proper corrective & preventative actions.
* Train and build capacity of logistics staff members in best practice as per company procedures, systems and management

## Planning Officer – Tea Small Holding Development Authority 1999-2000

## 

* Co-Ordinating Asian Development Bank Projects
* Coordinating Fertilizer subsidiaries with all stake holders of the project
* Planning and monitoring Tea Plant Distribution

## Accounts & Production Executive – Tele view (Pvt) Ltd 1998-1999

* Programming & Processing salaries, over time
* Preparation of Monthly Reports of the company
* Account, processing Budgets for accounting purpose
* Acting office in charge of Transport Division

PERSONAL INFORMATION

School Attend : Badulla Central College / Bandarawela Central College.

NIC No : 773252823 v

Pass Port No : N3369725

Gender : Male

Status : Married

Date of Birth : 20Th November 1977

**REFEREES**

Mr . Nalaka Rathnayake Mrs. Rathangi Rodrigo

Director- Lanka tech Pvt Ltd Director - Medicom Pvt Ltd

Mobile +94773031466 Mobile +94727105228

I hereby certify and declare that the details furnished above are true and correct to the best of my knowledge

Dileepa Marapana Date