

NAJATH AHAMED ZF

Operation Executive | Warehouse Supervisor | Team Leader | Executive Officer
+94773272400 | najathibnufahim@gmail.com | Thihariya, Sri Lanka



CORE COMPETENCIES

- Operations & Warehouse Management
- Office & Facility Administration
- Inventory Control management
- Stock Audit & Reconciliations
- FIFO & FEFO concepts
- Space Layout optimization
- Procurement & Vendor Coordination
- Production Planning & Scheduling
- Inbound & Outbound Logistic Support
- KPI Reporting & Documentation
- Team Supervision & Customer Service

SOFTWARE SKILLS

ERP Systems :
Sage 50 , Ventura ERP

Office Tools :
MS Office, MS Project

Warehouse Systems :
Stock Transfers, GRNs, Dispatch and MR documentation, POS operations

INTERPERSONAL SKILLS

- Attention to detail
- Excellent communication & teamwork
- Problem solving & Critical thinking
- Management & Leadership
- Adaptability
- Time management
- Good verbal & report writing

LANGUAGE SKILLS

- English
- Sinhala
- Tamil

SUMMARY

Results-oriented Operations Professional with over 5 years of comprehensive experience in general business operations, logistic coordination, warehouse management and administrative support & documentation. Skilled in managing cross-functional teams, implementing ERP solutions (Sage 50, Ventura), and improving operational efficiency across supply chain and retail environment. Proven ability to collaborate across departments, teamwork, leadership, analytical thinking and attention to detail in achieving organizational goals.

EXPERIENCE

Cashier & Admin Assistant

Nolimit - Thihariya Showroom

Feb 2025 - Present

- Handle daily cash reconciliations, POS operations and Voucher drafting
- Maintained accurate records of receipts, GRNs, Dispatch notes and other documents
- Assisted in inventory audits, display, and replenishment in-store and stock updates
- Assisted in showroom operations and provided excellent customer service

Stores Coordinator

Alli Food Company Pvt Ltd - Pasyala

Jan 2024 - Jan 2025

- Coordinated receiving and dispatching of inventory with clearance and delivery teams
- Managed documentation including Goods Receipt Vouchers, Put-away Lists, and Stock Transfer Orders using Ventura ERP.
- Maintained and updated inbound shipping schedules, flagged stock variances, and shared confirmations with buyers
- Assisted in process optimization and KPI updated reporting for management
- Collaborated with product managers and markets for special stock distributions and urgent requests

Production & Stores Executive

Asian Hardware Pte Ltd. - Alu Ladder Factory - Wattala

Jul 2019 - Mar 2023

- Scheduled the production & warehouse operations on daily basis and managed staff
- Managed inbound/outbound processes and warehouse documentation
- Oversaw stock updates and inventory transactions using Sage 50

EDUCATION

HND Eng in Mech. Production Eng.
ATI - SLIATE - Colombo 15.
Mar 2015 - Oct 2018

G.C.E (A/L) - Mathematics Stream
Zahira College - Mawanella (2013)

PERSONAL INFORMATION

Address : 273, Warana
road, Thihariya,
Kalagedihena.

DOB : 1993.10.10

Gender : Male

Civil Status : Married

Passport No. : N7958295

NON-RELATED REFEREES

M. Isham (B. Com)
Accounting Executive
Asian Hardware Pte Ltd. - Wattala
+94772243761
isham.ahpl@gmail.com

Eng. Fazly Zarook
Maintenance Manager
Alli Food Company Pvt Ltd. -
Pasyala
+94704433036
fazly.allifood@gmail.com

- Supervised machinery maintenance & implemented production process improvements
- Identified operational issues and provided support to sustain continuous work flow
- Managed supplier relationships, ensuring timely delivery of raw materials
- Closely Monitored inventory levels and carried out regular stock counts in order to match the physical inventory and Sage system inventory to maintain accurate records
- Inspected incoming shipments, committed various general office works, and prepared and processed purchase orders and dispatch notes
- Ensured bin locations and movable units were updated in system upon goods arrival
- Prepared daily reports on picking, put-away, and goods issue
- Worked closely with transport and clearance teams to ensure timely stock movement.
- Arranged the warehouse materials to optimize space layout to ensure the ease of handling at minimum possible level
- Supervised day to day factory operations and performed administrative tasks

Cashier

Seven Days Enterprises - Thihariya Jan 2019 - Jun 2019

- Handled point-of-sale operations, billing, and customer support
- Balanced daily cash and sales reports
- Assisted in back-office inventory activities
- Maintained receipts, records and withdrawals data
- Performed stock related duties, including packaging, pricing, labelling and returning
- Coordinated the team members for effective inventory operation as per the organization's regulations