



SHASHIKA RATHNAYAKE

Highly organized and professional candidate with a proven ability to manage multiple priorities effectively while maintaining a positive attitude. Known for a strong willingness to take on added responsibilities in order to meet and exceed organizational goals. Adaptable and resourceful, able to collaborate effectively in diverse team environments.

CONTACT

+94 74 219 3596
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Colombo 08, Sri Lanka.

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ABOUT ME

- **Date Of Birth** -23rd March 1998
- **Nationality** - Sri Lankan
- **Passport No.** - N 10883642

SKILLS

- Strong Team Collaboration
- MS Office Package Proficiency
- ERP (SAP) System Familiarity
- Effective Communication Skills
- Time Management Mastery
- Decision-Making Confidence
- Conflict Resolution Skills
- Leadership Potential Unleashed
- Stress Management Skills
- Creativity and Innovation
- Customer Service Excellence

LANGUAGE

Sinhala

English

CERTIFICATIONS

- **Diploma in English Language**
Britishway English Academy | Colombo
- **Certificate Course in MS Office Applications**
Nenasala Computer Learning Center
Mahiyangana.

EDUCATION

- 2019 - 2023 | **BSc. Business Management (Special) Logistics Management** (UGC Approved Degree)
National School of Business Management (NSBM), Sri Lanka
- 2018 | **G.C.E Advanced Level Examination**
Dharmapala Maha Vidyalaya | Bandarawela, Sri Lanka
- 2014 | **G.C.E Ordinary Level Examination**
Gemunupura Maha Viduhala | Sri Lanka

WORK EXPERIENCE

- 2023
Now | **Pricing & Customer Service Executive**
Oracle freight solutions, Sri Lanka
 - Conduct market and competitor pricing analysis.
 - Develop and implement pricing strategies.
 - Collaborate with sales, marketing, and finance teams.
 - Monitor and adjust pricing as needed.
 - Resolve customer pricing inquiries and issues.
 - Prepare and present pricing reports.
 - Maintain pricing databases and tools.
 - Assist with promotional pricing programs.
 - Ensure conrance with pricing policing
- Aug 2022 | **Warehouse Assistant**
Mar 2023 | Pelwatte Dairy Industries Ltd | Buttala, Sri Lanka
 - Receive and ship stock in the Dairy Industries warehouse.
 - Check stock against packing slips or invoices for accuracy.
 - Place stock in designated storage areas efficiently & systematically.
 - Remove items from stock to fulfill authorized requisitions promptly. Deliver and/or pick up stock or other items to various departments.
 - Handle ERP (SAP) system for all stock transactions effectively.
- Dec 2021 | **Intern**
May 2022 | MAS Kreedaa Shadeline | Mahiyangana, Sri Lanka.
 - Check daily loading schedules for accurate shipment planning.
 - Report late shipments promptly to the relevant supervisor.
 - Submit late stitched order reports to concerned departments.
 - Prepare and submit daily stock count reports as required.
 - Ensure the quality of finished goods post-metal detection process.
 - Transfer finished goods efficiently using the SAP system.

REFERENCES

- **Ms. Nilmini Thakshila**
Account assistant
SMS Holdings, Pitakotte, Sri Lanka.
Tel: +94 752 735 776
- **Mr. Al. De Zoysa**
Relationship officer,
Sri Lanka Insurance, Colombo
Tel: +94 767 503 775