



# ISHAN JAYASINGHE

SUPERMARKET ASSISTANT/ WAREHOUSE ASSISTANT /BUTCHER

Tuliatela Street,Al Nahda,Sharjah, UAE, Sharjah , United Arab Emirates

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## ABOUT ME

With over nine years of diverse professional experience, I am a seasoned multi-tasker, adept at managing a variety of tasks with efficiency and skill. My career has been marked by a commitment to development and adaptability, consistently seeking opportunities to leverage my capabilities to their fullest potential. I am currently in pursuit of a suitable position within an organization that recognizes and values my skill set, offering a platform where I can significantly contribute and align my experience with the company's objectives. My goal is to find a role that not only fits my extensive background but also allows me to excel and grow.

## SKILLS

MS WORD

MS EXCEL

INTERNET & EMAIL

## LANGUAGES

ENGLISH

SINHALA

## PERSONAL DETAILS

**Date of birth**  
05 Sep 1993

**Nationality**  
Sri Lankan

**Visa status**  
Visit Visa (60 days since 2024-06-07)

**Marital status**  
Married

## REFERENCES

MRS. CHATHURIKA DIKKUMBHURAGE  
Senior Marketing Executive  
T: +94 777 44 6310  
E: MTV Channel

MR. KANISHKA MADUMAL SILVA  
MAS Active  
T: +94 76 87 696

## DRIVING LICENSE

**Driving license category**  
Sri Lanka Heavy Vehicles

## WORK EXPERIENCE

**LAKDIV FOOD EXPORTERS ( PVT ) LTD.**  
Watthala, Sri Lanka  
Jan 2021 - Apr 2024

### Warehouse Assistant

- Operated heavy machinery, such as forklifts, with proficiency to move or store inventory effectively.
- Conducted inventory checks to identify replenishment needs across warehouse aisles.
- Ensured product freshness by removing items beyond their expiration dates.
- Executed strategic shelf-stocking and maintained visually appealing display areas, including temperature-sensitive sections.
- Implemented stock rotation to prioritize the sale of products approaching sell-by dates.
- Monitored and adjusted fridge and freezer temperatures to comply with safety standards.
- Maintained cleanliness and organization of shelves to uphold a tidy store environment.
- Provided customer assistance, resolving inquiries and guiding them to product locations.

**KEELLS SUPER**  
Ja - Ela, Sri Lanka  
Jan 2020 - Dec 2021

### Helper

- Efficiently packed, weighed, and labeled products for shipment/storage, adhering to strict company packaging protocols.
- Diligently maintained inventory integrity through careful handling and meticulous attention to detail.
- Identified and eliminated defective items, ensuring high-quality standards for customer shipments.
- Expertly utilized a variety of packaging materials and tools to secure goods for safe transport.
- Maintained comprehensive records of warehouse materials, contributing to seamless inventory management.

**PUSSALLA MEAT PRODUCERS (PVT) LTD.**  
Ja - Ela  
Jan 2013 - Jun 2019

### Butcher ( Part Time )

- Expertly executed cutting, grinding, and preparation of meats for customer purchase.
- Maintained cleanliness and functionality of tools and equipment, while ensuring display aesthetics and signage accuracy.
- Managed weighing, packaging, pricing, and attractive presentation of meat products.
- Conducted thorough quality inspections on meats and related products to guarantee excellence.
- Skillfully negotiated and secured orders with suppliers to ensure optimal stock levels.
- Strictly adhered to food safety protocols and sanitation guidelines to maintain health standards.
- Provided exceptional customer service by greeting patrons, offering knowledgeable advice, responding to inquiries, and processing orders and payments.

**NEW HOPE LANKA ANIMAL FEED COMPANY SRI LANKA**  
Ekala  
Jan 2013 - Jun 2019

### Warehouse Assistant

- Efficiently coordinated the movement of inventory and materials between various facilities, ensuring seamless operations.
- Conducted thorough scans of delivered items, upholding high-quality control standards.
- Maintained up-to-date logs and documentation, contributing to accurate inventory processing records.
- Transferred materials to workstations, pick-up points, or other specified locations, supporting operational workflow.
- Consistently wore safety gear, demonstrating a commitment to workplace safety and compliance.
- Operated heavy machinery, such as forklifts, with proficiency to move or store inventory effectively.
- Collaborated as a proactive team member, contributing to the achievement of collective team goals.

## EDUCATION

**SRI PANGNANANDA NATIONAL COLLEGE RADDOLUGAMA, SRI LANKA**  
2012

**General Certificate of Education Advanced Level Examination**  
Art Stream

**SRI PANGNANANDA NATIONAL COLLEGE RADDOLUGAMA, SRI LANKA**  
2009

**General Certificate of Education Ordinary Level Examination**

## COURSES

**UTE LEARNING CENTER CAT SRI LANKA**  
Feb 2024

**Forklift Operator**

**JAYALATH CONSTRUCTION EQUIPMENT TRAINING INSTITUTE**  
Dec 2012

**MHE Operator**

**THURUNU SHAKTHI VOCATIONAL TRAINING DEPARTMENT**  
Jul 2021

**MS Office Package Certificate Course**

**THURUNU SHAKTHI VOCATIONAL TRAINING DEPARTMENT**  
Jul 2021

**Spoken English Course**

**ASIA PACIFIC INSTITUTE OF DIGITAL MARKETING**  
Oct 2021

**Digital Marketing**