



LINDULA LAKSHAN

CONTACT

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Al Nahda , Dubai

PERSONAL

Date of Birth : 25.01.1999

Nationality : Sri Lankan

Visa Status : Visit

EDUCATION

UNIVERSITY OF KELANIYA,
SRI LANKA

• BA Honor Degree In
PHILOSOPHY

“MOFA Attested”

SKILLS

- Organizational Skills
- Attention to Detail
- Time Management
- Communication Skills
- Problem-Solving Skills
- Technical Proficiency
- Customer Service
- Inventory Analysis
- Record-Keeping
- Safety Awareness

LANGUAGES

- English
- Sinhala

PROFILE

Detail-oriented and experienced Supermarket Store Keeper with 3 years of expertise in managing store operations, inventory control, and customer service. Proven ability to efficiently handle stock levels, oversee product placement, and ensure the smooth functioning of daily store activities. Skilled in utilizing inventory management systems, maintaining accurate records, and training staff. Committed to optimizing store performance and enhancing customer satisfaction through effective problem-solving and organizational skills.

WORK EXPERIENCE

- **Keels Super Supermarket, Sri Lanka** JULY 2023 - JUNE 2024
Assistant Store Keeper
 - Conduct regular stock checks, update records, and place orders for inventory management.
 - Organize and maintain merchandise displays, ensuring proper labeling and product location.
 - Receive and inspect deliveries, verify quantities and quality, and document accurately.
 - Coordinate stock rotation and remove expired or damaged products.
 - Handle customer inquiries about product availability and store services.
 - Monitor and report inventory discrepancies to resolve issues.
- **SPAR Supermarket, Sri Lanka** MAY 2022 - JUNE 2023
Store Keeper Team Member
 - Place orders for inventory as needed and ensure timely delivery of goods.
 - Arrange products neatly on shelves according to store layout and planograms.
 - Help customers locate products and answer any questions they might have.
 - Set up and maintain end caps and special displays to attract customer attention.
 - Ensure that the stockroom and shelves are clean and organized.
 - Maintain accurate records of stock levels, orders, and deliveries.
- **W.M.C, Sri Lanka** NOV 2021 - FEB 2022
Internship
 - Represented and advocated for clients' rights and needs in various settings, including with agencies, institutions, and legal systems.
 - Offered emotional and practical support to individuals and families, helping them navigate personal challenges and achieve their goals.