



Kapila B Weerasinghe.


Store Keeper




Personal details


 Kapila B Weerasinghe.


 kapila76@gmail.com

 +94777325625

 Brooklyn,
Pahalakadurugamuwa,
90150 Diyatalawa

 Male

 Srilankan

 Married

Skills

Inventory Management	●●●●●
Documentation Skills	●●●●●
Record Keeping	●●●●●
Communication Skills	●●●●●
Data Entry	●●●●●
Organizational Skills	●●●●●

Languages

English ●●●●●

Education

Bachelor of Arts in Social Sciences The Open University of Sri Lanka, Colombo	Jan 2010 - Apr 2015
Computer Awareness Programme The Open University of Sri Lanka, Colombo	Jul 1992 - Jul 1995
Internet & E-Commerce Amazon Lanka, Colombo	Jan 2018 - Jan 2020
Store Management Institute of Supply & Material Management, Colombo	Jan 1997 - Jan 1998

Employment

Store Keeper Farab Company, Wellavaya - Srilanka	Dec 2013 - Aug 2023
Following responsibilities and work handled in my carrier at Farab Company. 1: Daily Operations- Goods Transportation and Storage - Proper placement of goods during transport - Notification protocol for items requiring relevant storage - Reporting damaged items to the Director of Procurement 2: Record Keeping ### 2.1 Purchase Order and GRN Management - Maintenance of Purchase Orders against GRN numbers - Daily filing procedures ### 2.2 Document Amendment Protocol - Restrictions on amending approved Purchase Orders or Invoices - Required consents from Cost Controller, Director of Procurement, and Director of Finance 3: Communication and Reporting ### 3.1 Non-Received Items List - Preparation of non-received items from the Market List ## 4: Documentation and Follow-Up 4.1 Pending Documents for GRN Posting - Compilation of pending documents needed for GRN posting - Informing the Purchasing Department for follow-up ### 4.2 Handover Procedures - Daily handover of completed receiving batch to Cost Control Office ### 5.1 Staff Morale - Strategies to maintain high spirits among Finance Department staff 6: Filing and Organizational Systems ### 7.1 Filing System Management - Responsible filing system in the Receiving Department ### 7.2 Inventory Assistance - Assistance with inventory taking as needed ## 8: Support and Additional Duties 8.1 Assistance to Management - Providing information to the Director of Finance regarding the Receiving Department 9. Flexibility in Duties - Preparedness to assist in other areas during staff emergencies or as requested 10: Cleanliness and Standards ### 10.1 Cleanliness Protocols - Ensuring cleanliness in receiving and storage areas ### 10.2 Special Projects - Performance of additional duties or special projects as requested by management``	

Manager - Logistics Central Hospital - Badulla, Badulla - Sri Lanka	Oct 2006 - Dec 2013
Following summary of work done in Central hospital as a Manager-Logistics. <ul style="list-style-type: none">Oversee and manage the receipt, storage, and issuance of goods while ensuring accurate documentation.Inspect all incoming merchandise to verify quality and quantity against invoices, delivery notes, and purchase orders.	

- Maintain up-to-date inventory records, including bin card updates and system entries.
- Monitor stock levels, expiration dates, and slow-moving items, providing timely reports.
- Prepare and submit Goods Received Notes (GRNs), issue vouchers, and transfer vouchers to the Accounts Department.
- Process and verify supplier invoices for payment after confirming the condition of received goods.
- Conduct regular stock audits and assist the Accounts team in physical inventory verification.
- Ensure the security of all storage areas and proper organization of stock.
- Coordinate with suppliers to place timely orders and prevent stock shortages.
- Ensure goods are issued only on requisitions authorized by department heads and the General Manager.
- Prepare reports on discrepancies, damaged goods, and shortages, obtaining necessary approvals before liaising with suppliers.

Storekeeper

Jan 2004 - Jun 2006

[Video Home & Electronics, Doha - Qatar](#)

Following responsibilities and work handled in my carrier at Video Home Company in Doha, Qatar.

1: Daily Operations- Goods Transportation and Storage - Proper placement of goods during transport - Notification protocol for items requiring relevant storage - Reporting damaged items to the Director of Procurement

2: Record Keeping ### 2.1 Purchase Order and GRN Management - Maintenance of Purchase Orders against GRN numbers - Daily filing procedures ### 2.2 Document Amendment Protocol - Restrictions on amending approved Purchase Orders or Invoices - Required consents from Cost Controller, Director of Procurement, and Director of Finance.

3: Communication and Reporting ### 3.1 Non-Received Items List - Preparation of non-received items from the Market List

4: Documentation and Follow-Up ### 4.1 Pending Documents for GRN Posting - Compilation of pending documents needed for GRN posting - Informing the Purchasing Department for follow-up ### 4.2 Handover Procedures - Daily handover of completed receiving batch to Cost Control Office

5. Staff Morale - Strategies to maintain high spirits among Finance Department staff

7: Filing and Organizational Systems ### 7.1 Filing System Management - Responsible filing system in the Receiving Department ### 7.2 Inventory Assistance - Assistance with inventory taking as needed

8: Support and Additional Duties ### 8.1 Assistance to Management - Providing information to the Director of Finance regarding the Receiving Department

9. Flexibility in Duties - Preparedness to assist in other areas during staff emergencies or as requested

10: Cleanliness and Standards ### 10.1 Cleanliness Protocols - Ensuring cleanliness in receiving and storage areas ### 10.2 Special Projects - Performance of additional duties or special projects as requested by management``

Storekeeper

Jan 2001 - Aug 2003

[Angsana Resort & Spa, Male - Republic of Maldives](#)

Receive, unload, and process deliveries and account for incoming freight based on invoice and receiving reports. Stage merchandise by department, mark appropriately for placement in facility, and deliver merchandise to appropriate department. Verify and track received inventory and complete inventory reports and logs. Reconcile shipping invoices and receiving reports to ensure count

accuracy. Receive, store, ship, and deliver incoming and outgoing department packages and mail. Secure the receiving room and its contents, ensuring safekeeping of packages. Verify quantity and condition of packages. Maintain accurate tracking system on all shipping and receiving transactions. Communicate with proper management regarding any loss or damage with packages.

Report accidents, injuries, and unsafe work conditions to manager; complete safety training and certifications. Follow all company policies and procedures; ensure uniform and personal appearance are clean and professional; maintain confidentiality of proprietary information; protect company assets. Develop and maintain positive working relationships with others. Read and visually verify information in a variety of formats (e.g., small print). Visually inspect tools, equipment, or machines (e.g., to identify defects). Move, lift, carry, push, pull, and place objects weighing less than or equal to 50 pounds without assistance. Grasp, turn, and manipulate objects of varying size and weight, requiring fine motor skills and hand-eye coordination. Move through narrow, confined, or elevated spaces. Move over sloping, uneven, or slippery surfaces as well as up and down stairs and/or service ramps. Reach overhead and below the knees, including bending, twisting, pulling, and stooping. Perform other reasonable job duties as requested by Supervisors.