



MR.FARTHEEN KHAN

Srilanka

immortal.tru@gmail.com | +94756479264 | DoB: 27.10.2001

3year experience on store keeper To procure, store, and issue supplies in a supply operation; process and maintain inventory records; modify and implement inventory control and disposal procedures; perform related work.

Professional Experience

Diwan Food Corner

05/18 - 01/21

Store Keeper

Responsible for the efficient operation of receiving areas, shipping areas, supply storerooms, warehouses, and stock issue stations in accordance with applicable supply procedures and verbal instructions. Performs duties as assigned incidental to the receipt, storage, issue, transfer, or shipping of stock. Sets up and maintains efficient storage and supply areas as assigned. Maintains authorized stock levels and issues materials as required. Ordering, stocking, and issuing repair parts, clothing, and general supplies; maintaining financial records and accounting systems. Maintaining inventory databases for material stocked in shore-based warehouses and ship storerooms; perform duties associated with hazardous material control and management; Organizing and maintaining databases, correspondence files, and reports; maintaining logistics and financial publications and CD-ROM libraries.

Diwan Food Corner

01/21 - present

Chasier

- Customer Service. Pallets. Data Entry. Inventory Control. Cleanliness. Purchase Orders. Shipping Receiving. Pallet Jack.

Education

Ordinary level

12/16 - 01/17

All Pass - A

Key Skills

- A high school qualification or equivalent. Prior experience in retail, preferably in a management position, would be advantageous. Excellent verbal and written communication skill
- Time management
- Team leadership
- Communication skills
- Operating system (mac, Linux, windows)

Interests

- Learning, book read, sports

References

MR.FARTHEEN KHAN

+94756479264 | immortal.tru@gmail.com