

GANUSHA SILVA

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Dubai, UAE



TECHNICAL SKILLS

- Inventory Management Systems
- ERP Software
- Microsoft Office Suite
- Manual & Motorized Handling Equipment
- Data Entry & Reporting Tools

SOFT SKILLS

- Teamwork
- Good communication skills
- Analytical thinking skills
- Able to work under the pressure
- Problem Solving Skills
- Leadership
- Critical Thinking Skills
- Attention to Detail
- Emotional Intelligence
- Customer Service
- Confidentiality

LANGUAGES

- English – Professional
- Sinhala - Native

WORK EXPERIENCE

Accomplished and meticulous **Store Keeper** with over 15 years of experience in managing comprehensive inventory and logistics operations in diverse industries. Proven expertise in optimizing stockroom operations, maintaining precise inventory records, and ensuring seamless workflow for both materials and equipment. Adept at using both manual and motorized equipment for material handling, ensuring compliance with safety regulations and federal standards. A proactive problem-solver with a commitment to operational excellence and effective stock management.

WORK EXPERIENCE

Store Keeper

Aquva Forter Italian Restaurant | Sep 2023 – Aug 2024

- Managed stockroom operations including receiving, storing, and issuing tools, equipment, and materials.
- Conducted regular inventory audits and ensured accurate tracking of materials and equipment.
- Maintained cleanliness and organization of stockrooms, ensuring optimal storage conditions.
- Ensured timely maintenance and calibration of all tools and equipment to prevent disruptions.

Store Keeper

State Engineering Corporation – Sri Lanka | Jan 2007 – Aug 2023

- Oversaw daily operations in handling, storing, and shipping of production materials and tools.
- Coordinated receiving, inspecting, expediting, and line loading activities, ensuring seamless stock movement.
- Utilized motorized and manual handling equipment to ensure safe and efficient movement of goods.
- Reconciled and managed accounting data for four separate accounts, maintaining compliance with federal regulations.
- Maintained and organized databases, shipping records, and correspondence for accurate record-keeping and reporting.
- Ensured regular calibration and maintenance of tools and equipment, ensuring operational readiness.
- Implemented inventory management systems that reduced stock discrepancies by 20%.

CORE COMPETENCIES

- **Inventory Management:** Expertise in managing stock levels, conducting inventory audits, and ensuring material availability.
- **Logistics Coordination:** Proficient in coordinating the movement of tools, materials, and equipment across multiple locations.
- **Equipment Maintenance:** Skilled in performing routine checks and ensuring proper calibration and upkeep of all tools and machinery.
- **Compliance & Record Keeping:** Experienced in maintaining accurate records and ensuring compliance with federal and company regulations.

ADDITIONAL INFORMATION

- **NAME IN FULL**
Laththu Handige Ganusha Silva
- **DATE OF BIRTH**
1985.01.23
- **GENDER**
Male
- **CIVIL STATUS**
Married
- **NATIONALITY**
Sri Lankan

Store Helper

Maga Engineering Pvt Ltd – Sri Lanka | Jul 2004 – Feb 2006

- Assisted in receiving, unloading, and storing stock items, ensuring accurate handling and documentation.
- Verified incoming orders against requisitions and invoices, ensuring correct quantities and items were delivered.
- Organized stock in a systematic and accessible manner, optimizing storage and retrieval processes.
- Conducted routine inventory checks, identified discrepancies, and implemented corrective actions.
- Labeled and marked stock items using specialized tools, improving stock identification and retrieval efficiency.

PROFESSIONAL QUALIFICATIONS

NVQ Level 3 - Heavy Vehicle Operator (Forklift)| 2024

National Vocational Qualification

NVQ Level 4 – Logistics Operation (Store Keeper) | 2023

National Vocational Qualification

Store Management Certification

Institute of Supply and Material Management, Sri Lanka | 2013

Storage Management Certification

Institute of Supply and Material Management, Sri Lanka | 2007

I do hereby certify that the above particular given by me are true & accurate to the best of my knowledge. If I'm offered an opportunity to serve in your esteemed organization, I can assure you that I shall always perform my duties with commitment & loyalty.

Ganusha Silva