



# KAVINDU NETHSARA

## STORE KEEPER

### About Me

I am a mature, positive, and hardworking individual, who always strives to achieve the highest stand possible, at any given task. I possess excellent communication skills and I have the ability and experience to relate to a wide range of people. I am willing to expand my skills and try out new challenges that may come my way to impact my maximum potential for the betterment of the workplace while developing my skills and career and i am looking for opportunities to enhance my skills and knowledge.

### Other Educational Qualifications

- Successfully completed English course in 2022 at Ceylon English Training College.
- Successfully completed Microsoft Office course in 2022 at Institute Of Abacus Technology.
- A foundation course in Human Resource Management was successfully completed at the IBS Campus in 2024
- A foundation course in English Language was successfully completed at the IBS Campus in 2024
- A foundation course in Information Technology was successfully completed at the IBS Campus in 2024

### Working Experience

- 2023 March – 2024 January  
Company Name – REDSHAN FLOWERS , Ja-ela, Sri lanka  
**Cashier**
  - Handled cash, credit, and debit transactions efficiently.
  - Provided customer service and balanced cash drawer at the end of each shift.
  - Assisted with inventory management and restocking shelves.
  - Ensured a clean and organized checkout area.
- 2024 January – 2024 August  
Company Name – REDSHAN FLOWERS , Ja-ela, Sri lanka  
**Store Keeper**
  - Prepare and complete orders for delivery or pickup according to schedule.
  - Follow safety regulation and maintain warehouse equipment.
  - Keep records of items shipped, received or transferred to another location.

### Software Skill

MS Word	MS Excel	MS Access	MS Powerpoint
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Canva pro	Outlook	Adobe After Effects	Networking
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### EDUCATION

#### G.C.E ADVANCED LEVEL

Successfully Completed in  
Science Stream (2023)

### PERSONAL DETAILS

Name : Kavindu Nethsara  
Dilmith Perera  
Birth Day : 29/ 02/ 2004  
Nationality : Sri Lanka  
Gender : Male  
Passport No. : N11332534  
Visa Status : Visit Visa

### SKILLS

- Microsoft Office Packages
- Leadership
- Management
- Creativity
- Team Working
- Time management

### LANGUAGE

English ●●●●●

Sinhala ●●●●●●●