



PRASANNA CHANDRASIRI

GENERAL ASSISTANT / STOREKEEPER

CONTACT

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AL Nhada 2, Dubai, UAE

Visit Visa - Transferable
26/03/2025

EDUCATION

1999 - 2001

SENANAYAKA COLLEGE

- General Certificate Exam
Advance Level

SKILLS

- Proficiency Microsoft Office
- Logistic and Store Management
- Fire Safety
- Life Support
- Prevention of Determination
- Agriculture and management
- Team Work

LANGUAGES

- English (Intermediate)
- Hindi (Basic)
- Sinhala (Fluent)

PERSONAL DETAILS

- Nationality - Sri Lankan
- Birth Day - 11/04/1982
- Marital Status - Married

PROFILE

I have acquired significant experience as a warehouse officer and general work officer in the private sectors, complemented by specialized training in logistics, warehousing, and office management. This combination of experience and training has enabled me to contribute to institutional development through effective personnel management, earning recognition for my efforts.

WORK EXPERIENCE

- General Assistant/Store Keeper** 2023 - 2021
Blue Sky Hotel - Kurunegala
 - Executing administrative tasks such as scheduling meetings, making travel arrangements and handling clerical duties
 - Receive and forward all goods and deliveries in and out of hotel to correct point of contract/storage area.
 - Ensuring availability by timely replenishment, return of damaged/non-moving products.
 - Keep accurate recording of all incoming and outgoing goods.
- General Assistant** 2020-2017
Prathibha Super market - Kuliypitiya
 - Loading, unloading of goods, and maintaining back storage.
 - Creating and maintaining a friendly and helpful atmosphere to all customers.
 - Avoiding expiry and ensuring timely action on short-expiry stock
- Assistant Storekeeper/General Assistant** 2010 - 2016
NC Super market - Narammala
 - Serving customers.
 - Unloading deliveries.
 - Stacking shelves and replenishing stock.
 - Making sure everything is clean and tidy.
 - Ordering stock.

REFERENCE

Namal Hettiarachchi

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Nishantha Herath

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