

# THARINDU NIWANTHA

## WAREHOUSE ASSISTANT

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📍 Flat No. 406, Old Khalifa Building,  
Amman Street, Al-Nahda 2, Dubai.

📅 18/01/1996

🛂 Visit Visa  
(Valid till 25<sup>th</sup> December 2023)



### Profile

As a dedicated and detail-oriented warehouse assistant with a proven track record of optimizing inventory management and ensuring the efficient flow of materials, I am seeking to contribute my strong organizational skills, commitment to accuracy, and team collaboration abilities to support the success of the company. With a focus on safety and productivity, I aim to help streamline warehouse operations and contribute to the company's growth.

### Education

- **Higher National Diploma in Business Management - Pearson**  
(E-Soft Metro campus) - 2018
- **G.C.E. Advanced Level - 2014**  
(Siripiyarathana Central College Commerce Stream)
- **G.C.E. Ordinary Level - 2011**  
(Siripiyarathana Central College)

### Skills

- Inventory Management.
- Orders Picking and packing.
- Material Handling.
- Time management skills with go getter attitude.
- Advanced people management skills with leadership qualities.
- Excellent Team Worker.
- Creative thinking with advanced problem solving skills.
- Works well under pressure and stress management.
- Highly responsible and reliable.
- Quick Learner.

### Languages

- English – Proficient
- Sinhala – Proficient
- Hindi – Understandable

### References

**Mr. Chanaka Fernando**  
noon in minutes - Marina POC  
+971 502192868

**Mr. Chamupathi Hathurusinghe**  
noon in minutes - Marina POC  
+971 529438220

### Professional Experience

**WAREHOUSE ASSISTANT** 2019/FEB –2023/OCT  
*JOHN KEELS LOGISTICS (PVT) LTD - COLOMBO*

- Recorded and documented received inventory.
- Orders are picked and packed.
- Reviewed customer orders and internal requisitions, accurately selecting items from designated storage locations.
- Conducted thorough checks of products for damage or defects and promptly reported any quality issues to supervisors.
- Collaborated effectively with team members and supervisors to ensure a smooth operation.
- Maintained meticulous and accurate records of inventory transactions, including receipts, transfers, and shipments.

**WAREHOUSE ASSOCIATE** 2015/SEP - 2019/JAN  
*OREL IT (PVT) LTD - NAWINNA*

- Completed shipments by processing, loading, and unloading orders.
- Enforced inventory controls by collecting stock location orders and printing requests.
- Provided quality service by following organization standards.
- Preserved a safe and clean work environment by keeping shelves, pallets areas, and workstations neat.
- Promoted a clean shipping supply area by complying with procedures, rules, and regulations.
- Completed reports by entering required information.
- Consistently met or exceeded productivity targets and deadlines set by the supervisor.
- Maintain accurate records of inventory, shipments, and transactions using warehouse management systems or manual record-keeping.
- Collaborate with other warehouse staff and departments to achieve operational objectives.