



# THARINDU SANJANA

Experienced Store Executive with Expertise in Inventory Management and Warehouse Operations

## CONTACT INFO

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## PROFESSIONAL QUALIFICATIONS

**Bachelor in Quantity Surveying**  
International College of Business and  
Technology, Colombo, Sri Lanka, Reading

**Higher National Diploma in Quantity  
Surveying**  
International College of Business and  
Technology, Colombo, Sri Lanka

## SKILLS

- Inventory Management
- Stock Replenishment
- Receipt and Inspection
- Storage and Organization
- Issuance and Dispatch
- Vendor Coordination
- Stock Control
- Quality Assurance
- Health and Safety Compliance
- Documentation and Reporting
- Communication Skills
- Team Collaboration
- Problem-Solving
- Attention to Detail
- Time Management
- Adaptability
- Analytical Thinking

## PROFILE

Dynamic and results-driven Store Executive with extensive experience in inventory management and warehouse operations. Proven track record of optimizing stock control processes, ensuring efficient stock replenishment, and maintaining accurate inventory records. Skilled in coordinating with vendors and suppliers to facilitate timely deliveries and meet operational needs. Strong commitment to quality assurance and adherence to health and safety standards in the stores area. Effective communicator and team player, able to collaborate with cross-functional teams to achieve organizational objectives.

## PROFESSIONAL EXPERIENCE

### Stores Executive

Arpitech (Pvt) Ltd, Colombo, Sri Lanka

June 2022 - Present

#### Job duties & responsibilities

- Oversee the management of inventory, including receiving, storing, issuing, and controlling stock items to ensure efficient operations and minimize stockouts.
- Monitor stock levels and initiate replenishment orders based on inventory levels, demand forecasts, and consumption patterns to maintain optimal stock levels.
- Receive incoming shipments of goods, verify quantities and quality against purchase orders, and inspect for any damage or discrepancies, ensuring accuracy and quality standards are met.
- Ensure proper storage and organization of stock items in designated locations within the warehouse or storeroom, utilizing appropriate storage methods to maximize space and facilitate easy retrieval.
- Implement stock control measures, such as cycle counting, stock audits, and reconciliation, to maintain accurate inventory records and minimize discrepancies
- Conduct quality inspections on incoming and outgoing goods to ensure compliance with specifications, standards, and regulatory requirements, taking appropriate action to address any issues or deviations.

### Supervisor

MAGA Engineering (Pvt) Ltd, Colombo, Sri Lanka

February 2022 - May 2022

#### Job duties & responsibilities

- Provided on-site supervision and management of construction projects, ensured adherence to timelines, budgets, and quality standards.
- Directed and coordinated the activities of construction workers and subcontractors, including scheduling, assigning tasks, and overseeing work progress.
- Enforced safety regulations and procedures to maintain a safe working environment, conducted regular safety inspections, and addressed any hazards or violations promptly.
- Monitored construction activities to ensure compliance with specifications, plans, and building codes, conducted quality inspections, and implemented corrective measures as necessary.
- Monitored project costs and expenses to ensure adherence to budgetary constraints.

## AREAS OF CONSTRUCTION

- Buildings; Residential, Commercial, Healthcare
- Infrastructure; Roads and Highways
- Enabling works; piling, shoring, various ground improvement works, etc.

## SOFTWARE SKILLS

- CostX
- AutoCAD
- Planswift
- MS Office

## TRAININGS

- Surveying Training Camp (5 Days)

Conducted by Irrigation Institute  
Sri Lanka

## PERSONAL DETAILS

Date of Birth : 11th Nov 1996  
Marital Status : Single  
Nationality : Sri Lankan

## LANGUAGES

English (Fluent)

- IELTS
  - Writing : 4.5
  - Listening : 5.0
  - Reading : 5.5
  - Speaking : 4.5
  - **Overall : 5**

- Sinhala (Native)

## REFERENCES

References will be provided upon request

### **Store Keeper**

Richard Pieris and Co. Ltd, Colombo, Sri Lanka

December 2020 - January 2022

#### Job duties & responsibilities

- Maintained accurate records of inventory levels, including stock receipts, withdrawals, and adjustments, using computerized or manual systems.
- Monitored stock levels and initiated replenishment orders as needed to ensure adequate supply of goods for ongoing operations.
- Received incoming shipments of goods, verified quantities and quality against purchase orders, and reported any discrepancies to the appropriate authorities.
- Safely stored and organized inventory items in designated locations within the warehouse or storeroom, ensuring efficient use of space and easy access for retrieval.
- Issued materials and supplies to authorized personnel based on requisitions or work orders, accurately recording transactions and maintaining proper documentation.
- Inspected incoming and outgoing goods for damage, defects, or expiration dates, and took appropriate action to ensure only high-quality products were accepted or dispatched.
- Prepared regular reports on inventory levels, stock movements, and related activities, providing accurate and timely information to management as required.

### **Trainee Quantity Surveyor**

Sierra Construction Limited, Colombo, Sri Lanka

June 2019 - January 2020

#### Job duties & responsibilities

- Provided support to senior quantity surveyors in preparing accurate quantity takeoffs, cost estimates, and bills of quantities for construction projects.
- Gained hands-on experience in project management processes, including scheduling, budgeting, and contract administration, under the guidance of experienced professionals.
- Assisted in conducting site measurements and surveys to verify quantities, dimensions, and specifications, contributing to the preparation of accurate project cost estimates.
- Participated in tendering processes, including preparing tender documents, analyzing bids, and assisting in the evaluation of subcontractor and supplier quotations.
- Assisted in procurement activities, such as obtaining quotes, issuing purchase orders, and tracking deliveries, to ensure timely availability of materials and supplies for construction projects.
- Collaborated with cross-functional teams, including architects, engineers, contractors, and clients, to support project objectives and contribute to effective project delivery.

