

GEHAN SILVA

FULL NAME : WARNAKULA JAYASURIYA MODARA PATABANDINGE GEHAN DIMUTH SILVA
DATE OF BIRTH : 06TH OF JUNE 1996
NIC / PP NO : 961582903V / N10657252
GENDER : MALE



📍 NO 21/B SRIYAWASA, MORATUWATTA, GALTHUDE, PANADURA, SRI LANKA.

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PROFESSIONAL SUMMARY

An energetic and detail-oriented Junior Store Executive with 3+ years of experience in retail operations, inventory tracking, and stock control. Proven ability to streamline warehouse layouts and support team workflow to boost daily sales performance.

WORK EXPERIENCE

01) JUNIOR EXECUTIVE, (FEBRUARY 2019 TO NOVEMBER 2022)

SOFTLOGIC HOLDINGS PLC, PILIYANDALA.

- Streamlined the loading and unloading processes for incoming and outgoing shipments, ensuring all goods were processed safely and according to tight delivery schedules.
- Managed the strategic organization and placement of merchandise within the facility to maximize storage capacity and improve pick-and-pack efficiency.
- Executed accurate system transfers and real-time data entry using warehouse management software to maintain 100% inventory integrity.
- Generated and processed detailed invoices and shipping manifests, ensuring all billing documentation aligned perfectly with physical stock movements.
- Maintained a high standard of operational safety and accuracy, consistently meeting performance targets while minimizing product damage and discrepancies.

02) STOREKEEPER (MARCH 2017 TO JUNE 2018)

ASIAN PAINTS(LANKA) LTD, MORATUWA.

- Unload incoming shipments, check goods against delivery notes or purchase orders, and inspect for damage or missing items.
- Record stock movements, tag or label items, and maintain precise records using software or databases.
- Arrange products logically in designated storage spots, applying methods like FIFO (First-In, First-Out) to rotate stock properly.
- Perform routine physical stock counts, reconcile variances, and report low stock or damaged items.
- Maintain a clean, hazard-free storage area and follow workplace safety rules.

PROFESSIONAL QUALIFICATIONS

- **Store Management Course**
Lalith Athulathmudali Vocational Training Centre, Ratmalana.

July 2022-December 2022

- **Level 4 NVQ Automotive Technician**
National Diploma in Automobile Technology
Lalith Athulathmudali Vocational Training Centre
January 2023 – December 2024

EDUCATION QUALIFICATIONS & ACHIEVEMENTS

- G.C.E. (O/L) December 2012 [Index no: 20372353]
- G.C.E (A/L) August 2015 [Index no: 4303776]
- Sri Lanka Red Cross Training – (First Aid) 2020 Introduction to First Aid and Incident Management
- Diploma in MS office in 2010, at St Sebastian's College Computer Centre
Working knowledge of Microsoft Office, Excel & Outlook

SKILLS

- Inventory Control and Accuracy
- Safety and Equipment Operation
- Stock Management and Data Entry
- Invoicing and Documentation
- Team collaboration, time management, and problem-solving.

NON-RELATED REFERENCES

- **Mr. Dishan Mendis**
Senior Executive -Softlogic Holdings PLC
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- **Mr. Dilshan Madushanka**
Senior Executive – Softlogic Holdings PLC
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