

PROFILE

Dedicated and reliable Stores In Charge with over 8 years of experience in inventory management, stock control, store operations, and production support within the manufacturing industry. Experienced in using Busy Accounting Software to process delivery orders, update inventory records, and maintain stock accuracy. Skilled in preparing purchase requisitions, monitoring stock levels, coordinating with production, and ensuring efficient store operations. Strong organizational, communication, and problem-solving skills with a commitment to operational excellence.

TECHNICAL SKILLS

- Busy Accounting Software
- Inventory Management
- Stock Control
- Delivery Order Processing
- Stock Updates and Inventory Transactions
- Purchase Requisition Preparation
- Bin Card Management
- Production Monitoring
- Machinery Inspection
- Microsoft Excel
- Microsoft Word
- Inventory Reporting
- Communication Skills
- Time Management
- Teamwork

LANGUAGES

- | | |
|-----------|-----------|
| • Tamil | ● ● ● ● ● |
| • English | ● ● ● ● ● |
| • Sinhala | ● ● ● ● ● |

REFERENCES

- Mrs.Ama Gamage
Assistant HR Manager -Transfer Prints (Pvt) Ltd
Kurunegala
077-5724467
- Mrs.Vengurusami Yogabawanie -
Tamil teacher
N/Greatwestren T.v Talawakella
No 3/31 C Rathnilagela Devsripura Talawakella
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D. NITHARSHAN

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373/10 Razak Mawatha,Pahala ,Theliyagonna,Kurunegala
or
No.32, Namal uyana, Mabola, Wattala

WORK EXPERIENCE

- Sales advisor
Soft logic Life Insurance | 9 Month Work Experience | 2016
- Store Assistant | 2017 – 2019
- Stores In Charge | 2019 – 2024
- Stores Executive | 2024 – Present
Eco Transfer Prints – Kurunegala
Key Responsibility
 - Supervise and manage daily store operations, including receiving, storing, issuing, and dispatching materials.
 - Maintain accurate inventory records and ensure timely data entry using Busy Accounting Software.
 - Manage inventory for Heat Transfer, Sublimation, and Apparel production materials.
 - Monitor stock levels and maintain reorder levels to prevent stock shortages and overstocking.
 - Prepare Purchase Requisitions (PRs) for required materials and coordinate with the procurement team.
 - Coordinate with the Procurement, Production, and Logistics departments to ensure the timely availability of materials.
 - Process delivery orders and update stock transactions using Busy Accounting Software.
 - Ensure inventory records, bin cards, and stock movements are maintained accurately.
 - Resolve discrepancies related to stock, deliveries, and inventory documentation.
 - Ensure compliance with company policies, operational procedures, and workplace safety regulations.
 - Handle the screen preparation process in the Exposing Department and coordinate with the production team to ensure smooth workflow.
 - Oversee the day-to-day operations of the Exposing Department and support production activities..

EDUCATION QUALIFICATIONS

- GCE Ordinary Level Examination 2012
Ku / Hizbulla Central College - Kurunegala
- GCE Advanced Level Examination 2015
Ku / Hizbulla Central College - Kurunegala

EXTRA CURRICULAR ACTIVITIES

- Member of NCC of the school
- Member of the school prefect board
- Member of the school cricket team

INTERESTS

- | | |
|---------------------------------|---------------------------|
| – Confidence and self-assurance | – Social service |
| – Skill development | – Technology and software |
| – Personal development | – Entrepreneurship |

DRIVING LICENSES

- Holder of a valid Sri Lankan Driving Licence since 2016.
- Licensed to operate motorcycles, three-wheelers, motor cars, and vans/light motor vehicles.

I do hereby certify that above mentioned particulars are true accurate according to the best of my knowledge and belief.

D. Nitharshan