

# L DEVAPRASANTH

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## **Personal Summary**

Dedicated and result-oriented professional with over 10 years of experience in the Store Keeping. Proven ability to work independently and collaboratively to achieve set targets. A valuable team player with a positive mindset, dedication, determination, and discipline.

## **Professional Experience**

### **Assistant Store Keeper**

#### **Bahadir Construction, Engineering Contracting & Trading Inc. Co, Qatar**

##### **Feb 2020 – Present**

- Receiving and verifying the quality and quantity of new deliveries. (Civil, Electrical & Mechanical goods.)
- Checking all basic documentation requirements while receiving new deliveries and transferring of goods.
- Sending reports for MIR of newly received materials to the responsible departments.
- Organizing and storing goods in designated warehouse locations, ensuring efficient space utilization.
- Maintaining daily reports of received materials & delivery tracking summary
- Material dispatch in Navision software system
- Physical periodical inspection of the stock's materials along with the inventory records etc

### **Sales Executive**

#### **Macwina Traders – Colombo, Srilanka (02 Years)**

- Assisting customers to fulfil their requirements
- All Repair responsibilities
- Attending to field works
- Arranging the materials for procurement

## **Store Supervisor**

### **Gosala Enterprises – Colombo, Srilanka (03 Years)**

- Responsible for ordering, receiving, storing & assembling the building materials
- Managing the material delivery process from stores to the customers.
- Supervising of making roofing sheets & cladding sheets.
- Periodically inspect the physical stocks with the inventory records etc.

### **Computer Skills**

- Diploma in MS Word, MS Excel, MS PowerPoint & MS Access at I.S.S. Computer Systems.

### **Academic Qualifications**

- G.C.E Advanced Level Examination (Accountancy Stream) – Year 2012

Subjects	Grade
Business Studies	S
Economics	S

- G.C.E Ordinary Level Examination – year 2009

Subjects	Grade
Religion	A
Mathematics	B
Tamil	C
English	C
History	S
Science & Technology	S
Business Studies & Accounting	S
Arts	S
Information Technology	S

### **Key Skills**

- Ability to communicate in English, Tamil, Hindi & Sinhala
- Time management & meet with the deadlines with efficiently
- Ability to learn quickly and adapt to changing environments.

### **Personal Data**

- Date of Birth : 07<sup>th</sup> November 1992
- Sex : Male
- Marital Status : Single
- Nationality : Sri Lankan
- Passport No. : N8123927
- QID No. : 29214414208
- Visa Status : Transferable Visa

### **Declaration**

I hereby declare that the above-mentioned particulars are true and correct to the best of my knowledge and belief.

*L. Devaprashanth*