

# Storekeeper

## ACHITNHA SHIHAN



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**Visa Status:**  
Residency permit valid till – 09/09/2026

### Languages

English – Advance  
Hindi – Advance

### Summary

**Experienced Storekeeper** with a strong background in inventory management, stock control, and warehouse operations. Proven ability to receive, inspect, store, and issue materials accurately while maintaining detailed inventory records and ensuring stock availability. Skilled in using inventory management systems, conducting stock audits, preparing reports, and coordinating with suppliers and internal departments. Highly organized, dependable, and committed to maintaining efficiency, accuracy, and workplace safety to support smooth business operations..

### Experience

#### Naseer Bin Khalid & Sons (NBK GROUPS)

##### Storekeeper | 2025 – 2026

- Managed receiving and issuing of materials.
- Maintained inventory records, monitored stock levels, and conducted stock checks.
- Utilized POS systems for inventory and transaction processing.

##### Stocker | 2023 – 2024

- Organized and arranged stock in storage areas.
- Assisted in receiving and labeling goods.
- Monitored stock movement and maintained warehouse cleanliness.

### Education

Software Engineering Diploma (ESOFT METRO CAMPUS) – 2018  
Galle, Sri Lanka

Digital Marketing Certification – 2021  
Sri Lanka Institute of Marketing, Sri Lanka

### Skills

- Inventory Management
- ERP Systems (SAP, Oracle, Etc.)
- Stock Control & Monitoring
- Microsoft Excel & MS Office
- Goods Receiving & inspection
- Communication and Presentation Skills

### Reference

Available upon request