

DULSHAN RANDENIYA

ASSISTANT STORE KEEPER



CONTACT

- 077 3997336
- dulshanrandeniya833@gmail.com
- Horana, Sri Lanka

EDUCATION

- Following Advanced Diploma in Logistics and Warehouse Management at ISMM 2026
- Completed Course in Stores Management at ISMM 2026
- G.C.E. (A/L) – Mathematics Stream 2018

SKILLS

- Inventory & Stock Management
- Goods Receiving & Issuing
- Stock Verification & Reconciliation
- Documentation & Record Keeping
- Microsoft Excel & ERP/Inventory Systems
- Interpersonal Skills

LANGUAGES

- English
- Sinhala

PERSONAL DETAILS

Name in Full :
Suduwa Dewage Geewantha
Dulshan Randeniya

NIC : 991023003V

DOB : 11th April 1999

Marital Status : Unmarried

Gender : Male

PROFILE

Dedicated and detail-oriented with experience in inventory management, stock control and warehouse operations. Skilled in maintaining accurate records, receiving and issuing materials and ensuring efficient stock handling.

WORK EXPERIENCE

■ Earthfoam Private Limited

2023 – 2026

Assistant Store Keeper

- Manage daily receiving, storing, issuing and monitoring of materials and inventory.
- Prepare and maintain GRNs, MRNs, stock records and material issuing documents.
- Conduct regular physical stock counts and reconcile stock balances with system records.
- Ensure proper storage, labeling and arrangement of materials for easy identification and access.
- Monitor stock levels and coordinate timely replenishment of required materials.
- Maintain accurate inventory records using ERP systems and Microsoft Excel.
- Check incoming materials against purchase orders, invoices and required specifications.
- Ensure proper handling and safe storage of materials to minimize damage and wastage.
- Coordinate with the Production, Purchasing and other departments regarding material requirements.
- Maintain proper documentation and filing of all store-related records.

REFERENCE

Nuwan Weerasinghe

Head of Operations
Earthfoam Private Limited

Mobile – 076 140 8618

Email – nuwan@earthfoam.com

DECLARATION

I truly and sincerely attest that the above information furnished by me is true and accurate to the best of my knowledge.

27/08/2026

Date

Signature