

KALANI KAUSHALYA



Contact

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- 2001.01.08

Skills

- Inventory management
- ERP System
- Data entry & Documentation
- Warehouse Operations
- Team work & communication
- Petty cash handling

Achievements & Awards

Employee of the Month – July 2022

SUMMARY

I am a dedicated Warehouse Clerk with over 5 years of experience in inventory management, data handling, and documentation. I have hands-on expertise in ERP systems and Tally, ensuring accurate stock control and efficient warehouse operations. Currently, I am an undergraduate in Supply Chain Management, seeking to develop my career in logistics and supply chain operations.

EXPERIENCE

Warehouse Clerk

Puwakaramba Enterprises (PVT)LTD.

2022/10/10 - Present

- Experienced in document handling, including invoices, reports, and filing systems.
- Skilled in ERP system operations for inventory updates.
- Handled customer service activities and petty cash transactions with accuracy.

Warehouse Clerk

Arpico central warehouse

2020/11 - 2022/10

- Worked in outbound and FMCG operations, checked goods, and ensured delivery to relevant stores.

EDUCATION

Ocean University Of Sri Lanka

B.Sc. In Supply Chain Management

Undergraduate

2025 -Present

GCE (Advanced Level) Examination-2020

Index No- 1672457

Economics B

Accounting C

Business studies C

GCE (Ordinary Level) Examination- 2016

Index No - 60705469

Passed with 1A, 2B, 4C, 2S

COURSES

- Diploma in Human Resource Management
IMBS Green Campus (successfully completed-2022)
- Diploma in English
AEC Academy (Successfully completed-2020)
- Diploma in Computing
Oslo Computer College (Successfully completed -2019)

REFERENCE

Mr. Anupa Hewapathirana

Warehouse Manager

Puwakaramba Enterprises (PVT) LTD.

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Mr. Pasindu Lakmal

Warehouse Executive

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