



KALANI KAUSHALYA

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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.

EDUCATION

B.Sc. In Supply Chain Management

2025 -Present
Ocean University
Undergraduate

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

SKILLS

- | | |
|--------------------------|-------------------------|
| • Inventory Management | • Warehouse Operations |
| • Stock Control | • ERP System Operations |
| • Documentation & Filing | • Data Handling |
| • Petty Cash Handling | • Teamwork & Leadership |
| • Communication | • Time Management |
| • Problem solving | |

ACHIEVEMENTS & AWARDS

Employee of the Month – July 2022

EXPERIENCE

Warehouse Clerk

2022/10/10 - Present
Puwakaramba Enterprises (PVT)LTD.

- Handle warehouse documentation, including invoices, reports, and filing systems.
- Perform inventory updates through ERP systems and support accurate stock control.
- Handle customer service activities and petty cash transactions with accuracy.
- Maintain proper records and support efficient daily warehouse operations.
- Assist with stock monitoring and documentation to ensure operational accuracy.

Warehouse clerk

2020/11 - 2022/10
Arpico central warehouse

- Worked in outbound warehouse and FMCG operations.
- Checked goods and ensured accurate delivery to relevant stores.
- Supported stock handling, warehouse documentation, and daily operational activities.
- Assisted in maintaining accuracy and efficiency throughout warehouse processes.

REFERENCE

- Mr. Aruna Jothi - "Faculty of engineering and Management, Ocean University of SriLanka "**
Lecturer
arunajo2011@gmail.com
+94714819633
- Mr. Anupa Hewapathirana - Puwakaramba Enterprises (PVT)LTD.**
Warehouse Manager
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