



Noyel Susantha

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Date of Birth: 27-11-1981

ABOUT ME

Driven Storekeeper with over 15 years of experience working in demanding environments. Developed professional skills as a Diploma holder in Supply Chain Management. As a seeker of modern technology and new knowledge, I strongly believe that using my soft and hard skills I can increase efficiency, boost team performance and ensure the safety of your Warehouse (Stores). I have well-honed meticulous attention to detail, strong organizational, leadership, communication, problem-solving and adaptability skills to achieve the performance expected by upper management by floor staff. I have a keen eye for time management and optimal use of space in the warehouse. Exceptional organizational skills to perfectly position and instantly pick up thousands of products through tracking.

WORK EXPERIENCE

Warehouse Associate

CEVA LOGISTICS (CEVA 2) [10/2024 – 12/2025]

City: Dubai | **Country:** United Arab Emirates

- Managed inbound and outbound logistics, ensuring accurate and timely receipt and dispatch of goods.
- Order Fulfillment and Picking
- Successfully managed the putaway process by systematically moving products from the receiving area to their designated storage locations
- RFID and barcode scanning technology in warehouse operations
- Experience in a logical & systematic bin, rack, and shelf numbering system to ensure efficient identification and retrieval of products.

Storekeeper

The Institute of Chartered Accountants of Sri Lanka [06/2012 – 07/2024]

City: Colombo | **Country:** Sri Lanka

- Continuously maintaining an accuracy rate of over 95%
- Stock Management & Inventory Management
- Performed the good inward and outward process
- Maintaining records, reporting relevant information and preparing necessary documentation
- Coding, classification and categorization of Stocks
- Maintaining inventory in SAP System, Pronto ERP System & Retail POS system
- Supervising subordinates of the stores and training staff members.
- Maintaining the warehouse clean and organized
- Tracking and coordinating the receipt, storage, and timely delivery of goods and materials
- Ordering supplies and maintaining suitable inventory levels
- Communicating and coordinating with other departments and customers
- Following Standard Operating Procedures

Assistant Storekeeper

KSPA Packaging (Pvt) Ltd [10/2010 – 06/2012]

City: Panadura | **Country:** Sri Lanka

- Processing, packaging and shipping orders accurately
- Organizing stocks and maintaining inventory
- Examine ingoing and outgoing shipments
- Organize warehouse space
- Receive, unload and place incoming inventory items appropriately
- Check, verify and fill out customer invoices
- Abide by all company safety and hygiene regulations
- Contribute ideas on ways to improve or optimize warehousing procedures
- Keep the warehouse clean and organized daily

Assistant Storekeeper

Almar International (Pvt.) Ltd [06/2008 – 03/2010]

City: Colombo | **Country:** Sri Lanka

- Received and verified the incoming shipments
- General stock ordering, receiving stock, checking/packing, reserving goods and placing them in designated areas of warehouses
- Avoiding damage to stock through proper manual and machinery handling
- Keeping the work area clean and tidy
- Dealing with customers in a courteous, professional and knowledgeable manner
- Maintain excellent housekeeping standards within the warehouse including; stock rotation, cleanliness, tidiness and compliance with Health & Safety guidelines.
- Following Standard Operating Procedures
- Proper unloading and handling of shipped containers

Warehouse Clerk

Lanka Canneries LTD (MD) [05/2007 – 04/2008]

City: Colombo | **Country:** Sri Lanka

- Process, package and ship orders accurately
- Organize stocks and maintain inventory
- Inspect products for defects and damages
- Examine ingoing and outgoing shipments
- Organize warehouse space
- Receive, unload and place incoming inventory items appropriately
- Check, verify and fill out customer invoices
- Abide by all company safety and hygiene regulations
- Contribute ideas on ways to improve or optimize warehousing procedures
- Keep the warehouse clean and organized daily

EDUCATION AND TRAINING

Diploma in Purchasing and Supply Chain Management

Institute of Supply & Material Management [09/2012 – 11/2013]

Address: Colombo, (Sri Lanka)

Diploma course in MS Office Technology (Computer Science)

Vidyarathna Computer Training Institute [10/2002 – 05/2003]

Country: Sri Lanka

Production Supervisory Management

Clothing Industry Training Institute [03/04/2007 – 11/05/2007]

City: Ratmalana, | **Country:** Sri Lanka

Address: Ratmalana, , (Sri Lanka)

Capacity Development for 5S Audits

National Productivity Secretariat [03/06/2024 – 05/06/2024]

City: Battaramulla | **Country:** Sri Lanka | **Website:** <https://productivity.lk>

Attitudes and skills development

Institute of Human Resource Advancement University of Colombo

Country: Sri Lanka

Basic First Aid Training

Horana Divisional Civil Society Federation

Country: Sri Lanka

SOFT & HARD SKILLS

Hard Skills

- 15 years of warehouse management experience
- Inventory management
- Warehouse layout optimization
- Proficiency in inventory software, databases and systems (SAP, ERP, WMS & Retail POS Systems etc.)
- Proficiency with technology
- Safety training and compliance
- Team management and leadership
- Order picking and fulfillment
- Cost reduction and budgeting
- Process improvement and implementation
- Customer satisfaction and service
- Time management and prioritization

Soft Skills

- Planning and organizing oriented
- meticulous attention to detail
- Willing to proactively manage responsibilities
- Sound decision-making & Creative problem solving
- Willingness to learn
- Effective communication
- Time management
- Speed and accuracy
- Honesty and reliability

LANGUAGE SKILLS

Mother tongue(s): Sinhalese

Other language(s):

English

LISTENING C1 **READING** B2 **WRITING** B2

SPOKEN PRODUCTION B2 **SPOKEN INTERACTION** B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Chatgpt and Google brad / Usable AI tools / Microsoft Office / Microsoft Excel / Microsoft Teams / Outlook / One Drive / Digital & Shared Folder / Zoom / Google Sheet / Google Drive / Google Docs / Basic graphic design / Basic Web Design