



ABOUT ME

As a talented career in a renowned global organization, I could completely transfer my necessary skills, knowledge and experiences to play a more integrated role in store management with my academic qualifications to achieve progress of the organization and add more value to my profession.

PERSONAL DETAILS

Date of Birth
20th JUNE 1989

Gender
Female

Nationality
Sri Lankan Sinhalese

Religion
Buddhist

NIC Number
896721488V

LANGUAGES

Sinhala – 1 2 3 4 5

English – 1 2 3 4 5

SAMANTHI BOGAHAWATTE

 Pibura, Rathnapura
Srilanka.
 +94 74 0667022
 sbogahawatte89@gmail.com

WORK EXPERIENCE

PERERA AND SONS
Sri Lanka
Feb 2024- Present

PERERA AND SONS
Sri Lanka
March 2023 – Feb 2024

Green City
Kalawana,
Rathnapura,
Sri Lanka
Two Years

Keels Super
Horana,
Sri Lanka
Two Years

Keels Super
Thalawathugoda,
Sri Lanka
One Years

Kalawana Tea Factory
Kalawana,
Sri Lanka
One Year

**Sabaragamuwa
Development Bank**
Kiriella,
Sri Lanka

Assistant Cordinater

Stock Management.
Labor Management.

Assistant Stores keeper

- Stock Management.
- Labor Management.
- Customer coordination.
- Goods receiving and issuing
- Create Transfer note, Goods receipt Note, Sales Return Note, Stores Requisition Note.

Outlet Manager

- Accounts and resources management
- Preparation of documentations
- Directed the working crew of staff.
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Stores Supervisor

- Supervise the stores work
- Directed the working crew

Cashier

- Handle the cashier works
- Assist to store works as a team work member

Clerk

- Preparation of related documents
- Preparation of labor (Board Leaf) salaries

Trainee Clerk

- Assistance of preparation of related documents

ERP SYSTEMS

SAP - 1 2 3 4 5

Microsoft Office - 1 2 3 4 5

Adobe-Photoshop- 1 2 3 4 5

HOBBY

- Movies
- Social Media
- Traveling
- Books

REFERENCES

H M S M S P Kumara
Manager
Sanasa Development Bank
Pimbura,
Kalawana, Sri Lanka
+94 771935390

R.C.Perera ,
Assistant Stores Manager
Perera and sons
Madinagoda ,
Rajagiriya .
+94 776754486

HIGHER EDUCATION

INSTITUTE OF SUPPLY AND MATERIALS MANAGEMENT

● **Advanced Diploma in Logistic & Warehouse Management**

SITC CAMPUS

● **Diploma in Human Resource Management**

CHARTED INSTITUTE OF SRILANKA

● **Certificate in Accounting & Business**

SECONDARY EDUCATION

KALAWANA NATIONAL

G.C.E. Advanced Level Successfully Completed

SCHOOL

Business Studies : B

KALAWANA

● **Accounting : C**

2008

Economic : C

KALAWANA NATIONAL SCHOOL

G.C.E. Ordinary Level Successfully Completed

KALAWANA

2A, 4 B, 2C, 2S

2005

COURSES

NAITA

● **Certificate in Computer Applications (NVQ 3)**

NAITA

Certificate of English for living Vocation

Gateway

Accelerated Skills Acquisition Program

Above particulars furnished by me are true and correct with level of my best.
Thank you.



Faithfully,
Samanthi Bogahawatte