



H.A.M. Raseeth
Employee

CONTACT

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weving center Road, Valaichenai-05,
Batticola, Sri Lanka

LANGUAGES

- English (Basic)
- Tamil
- Sinhala (Basic)
- Arabic (Reading)

CERTIFICATES

- Computer system and Hardware
- Spoken English
- Spoken Arabic

SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

PROFILE

Motivated Store Keeper and Customer Service Assistant with strong IT skills and experience in inventory control, documentation, and customer support. Skilled in maintaining stock accuracy, updating records, handling customer inquiries, and preparing reports using MS Excel and computer systems. A friendly communicator with fast learning ability, positive attitude, and a commitment to teamwork, smooth operations, and overall company growth.

I am also eager to contribute my skills and grow together with your company, supporting its goals and long-term success."

WORK EXPERIENCE

CBL Munchee Biscuits Distributor, ODDAMAVADY

oddamavadycbl@gmail.com, +94 77 410 0066

Jan 2023-Oct 2025

Store keeper

- Received, stored, and dispatched goods as per company standards
- Maintained accurate inventory records and stock registers
- Assisted in loading, unloading, and warehouse documentation (GRN, Issue Notes)
- Developed discipline, punctuality, and communication through real-time service

EDUCATIONAL QUALIFICATIONS

G.C.E. Advanced Level (2024)

Index Number -4010183

- Accounting-S
- Business Studies - S
- Economics - C
- General Knowledge - Pass

G.C.E. Ordinary Level (2021)

Index Number -14543656

- IT-A
- Mathematics - B
- English-C
- Other Subjects - Pass

OTHER QUALIFICATIONS

- Cashier Service - Part-time (Local Business Internet)
- Completed A/L (Commerce Stream)
- Senior Prefect in An-noor National School
- Interest in Banking & Finance Field
- Quick Learner & Hard Worker
- Basic Computer Knowledge (MS Office, Internet, Email)
- Basic Accounting Knowledge
- Other