



Gihan Adhikari

Engineering Warehouse Associate / Company Fireman.

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 Kuliypitiya, North Western Province, Sri Lanka

PROFILE • ABOUT ME

Motivated Warehouse Worker skilled at providing efficiency in shipping and receiving, inspection and storage operations. Handles diverse materials to achieve high-quality packaging standards and reduce risk. Brings related experience and dedication to meet production and quality goals. Team-oriented warehouse professional accustomed to streamlining shipping and receiving processes to increase overall efficiency. Industrious and dedicated with talents in team leadership and motivation. Energetic individual equipped to work hard in fast-paced, constantly changing environments.

Active Fireman of company.

WORK EXPERIENCE

Engineering Warehouse Associate / Company Fireman.

Michelin Lanka

Oct 2018 - Current
Ekala, Western Province
Sri Lanka

- Used hand-held devices and computers to record and monitor inventory levels and completed audits to uncover and address inaccuracies.
- Recorded information, shortages and discrepancies to keep records current and accurate.
- Maintained accurate inventory records to provide data for use in audits and completion of order requests
- Satisfied documentation requirements by using SAP software to produce estimates, invoices and tracking spreadsheets
- Compared received packages against shipping documents.
- Inspected work areas for cleanliness and obstacles and removed cartons and boxes to keep work areas organized and hazard-free.

- Completed over [100-150] customer orders each day in warehouse setting.
- Manually or mechanically loaded and unloaded materials from pallets, skids, platforms, cars, lifting devices, or other transport vehicles
- Performed inventory counts and stocked merchandise
- Confirmed accuracy, quality and quantity of materials received and listed on BOL.
- Entered quantity received against purchase order in computer system.
- Worked safely around moving machinery.
- Placed incoming inventory in optimal storage locations to promote continued accuracy and easy retrieval.
- Offered expertise in inventory management and current stock levels to internal teams and customers to facilitate accuracy and product availability.
- Streamlined material delivery processes which increased efficiency and reduced downtime.
- Recorded daily incoming delivery information and obtained vendor signature on delivery tickets
- Operated forklifts to transfer inventory to and from target destinations.
- Maintained warehouse accessibility and safety for customer traffic by discarding empty boxes and removing obstacles from aisles.
- Completed daily cycle counts and quarterly inventories and resolved variances to maintain data accuracy.

Engineering Warehouse Associate / Company Fireman.

Camso Loadstar

Oct 2016 - Oct 2018
 Ekala, Western Province
 Sri Lanka

- Saved \$[100,000] by implementing cost-saving initiatives that addressed long-standing problems.
- Used Microsoft Word and other software tools to create documents and other communications.
- Actively listened to customers' requests, confirming full understanding before addressing concerns.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Worked flexible hours across night, weekend and holiday shifts.
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
- Created plans and communicated deadlines to complete projects on time.
- Learned new skills and applied to daily tasks to improve efficiency and productivity.
- Improved operations through consistent hard work and dedication.

SKILLS

Operating "SAP"

System in the stores

Management Process

Loading and unloading

Environmentally

Controlled Storage

Warehouse

environment safety

Operations support

Quantity calculations

Purchase order verification	████████████████████	Order picking and processing	████████████████████
Forklift Operations	████████████████████	Pallet Jack Operations	████████████████████
Introduction to First Aid and Incident Management	████████████████████	Disorders of Respiratory System	████████████████████
Unconsciousness and CPR	████████████████████	Wounds and Bleeding Management	████████████████████
Bone and Musculoskeletal Injuries	████████████████████	Medical Emergencies	████████████████████
Lifting, Transportation and Mass Casualty Management	████████████████████		

EDUCATION

Logistics And Warehouse Management, Pursuing Diploma

Logistics And Warehouse Management
 Institute of Supply And Materials Management – Colombo,
 Western Province

Frist Aid Level -1 (one Day), Other Completed, July 2019

Frist Aid Level -1 (one Day)
 Sri Lanka Red Cross Society – Gampaha, Western Province

Course in Stores Management, Completed, February 2019 Certificate Course

Course in Stores Management
 Institute of Supply And Materials Management – Colombo,
 Western Province

Workshop Practice – (Course Code: WP 1), Professional Course Completed, August 2017

Workshop Practice – (Course Code: WP 1)
 Ceylon - German Technical Training Institute – Rathmalana,
 Western Province

General Certificate of Education (GCE) A/L, Advanced Level Completed, August 2014

General Certificate of Education (GCE) A/L

General Certificate of Education (GCE) A/L –
Panduwasnuwra, North Western Province

Computer Application Assistant, Certification Courses

Completed, January 2014

Computer Application Assistant
Certificate Course – Panduwasnuwra, North Western
Province

Ordinary Level (O/L), Other

Completed, December 2013

Ordinary Level (O/L)
Ordinary Level (O/L) – Panduwasnuwra, North Western
Province

COMPUTER PROFICIENCY

• Operating "SAP" System ●●●●

• MS Office ●●●●

LANGUAGES

• English ●●●●

• Sinhala ●●●●

PERSONAL INFORMATION

Father's Name: Mr. Adhikari

Marital Status: Single

Birthday: 06/12/1997

Nationality: Sri Lanka

Gender: Male

Address:

513, Galahena, Magulagama

Kuliyapitiya - 60221

North Western Province

Sri Lanka

DECLARATION

I, Gihan Adhikari, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Gihan Adhikari

Kuliyapitiya, North Western Province

17/01/2023

