



Noyel Susantha

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Home: 92/A/2, Janasuhada Mawatha, Kulupana, Pokunuwita., (Sri Lanka)

WORK EXPERIENCE

Storekeeper

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

City: Colombo

Country: Sri Lanka

Assistant Storekeeper

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

City: Panadura

Country: Sri Lanka

Assistant Storekeeper

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

City: Colombo

Country: Sri Lanka

EDUCATION AND TRAINING

Passed the General Certificate of Education (Ordinary Level) Examination, Sri Lanka

Department of Examinations, Sri Lanka [1997 – 1998]

Website: <https://www.doenets.lk>

Passed the General Certificate of Education (Advanced Level) Examination, Sri Lanka

Department of Examinations, Sri Lanka [2001]

Website: <https://www.doenets.lk>

A Distinction (A) pass in English in General Certificate of Education (Ordinary Level) Examination, Sri Lanka

Department of Examinations, Sri Lanka [2006]

Website: <https://www.doenets.lk>

Advanced Certificate in Purchasing and Supply Chain Management

Institute of Supply & Material Management [02/09/2012 – 28/11/2013]

City: Colombo

Country: Sri Lanka

Website: <https://www.ismmsrilanka.com>

Full time Training Course in Power Electrical & Auto Electrical Technology

National Youth Center [01/2002 – 12/2002]

City: Maharagama

Country: Sri Lanka

Website: <https://www.nysc.lk/courses>

Diploma Course in Office Technology

Vidyarathna Computer Training Institute [01/10/2002 – 24/05/2003]

City: Hoarana

Country: Sri Lanka

Production Supervisory Management Training Course

Clothing Industry Training Institute [07/04/2007 – 11/05/2007]

City: Ratmalana

Country: Sri Lanka

Website: <https://www.slita.lk>

LANGUAGE SKILLS

Mother tongue(s): **Sinhalese**

Other language(s):

English

LISTENING B2 READING B2 WRITING B1

SPOKEN PRODUCTION B2 SPOKEN INTERACTION B2

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

DIGITAL SKILLS

Microsoft Office / Microsoft Excel / Microsoft Word / Outlook / Google Drive / Google Docs

SOFT & HARD SKILLS

Hard Skills

- Inventory organization and maintenance
- Loading & unloading goods, lifting & carrying goods
- Delivery of goods to internal departments and external stores
- Computer literacy and technological skills
- Equipment maintenance
- Good Customer Service

Soft Skills

- Team-work oriented
 - Effective communication
 - Accuracy and speed
 - Time management
 - Open-mindedness
 - Adaptability and Flexibility
 - Willingness to learn
 - Honesty and Credibility
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