 Curriculum Vitae

**Gulfjobseeker.com CV No:** **1307220**

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**Personal Quality**

A highly motivated and goal oriented individual with more than 6 years experience in many sectors with the proven ability to perform under pressure in a most challenging situation, coupled with the initiative and experience to adopt and pursue organizational objectives.

**Career Objectives**

To use my communication and negotiation skills to the benefit of both, the Company and the Customers.

**Employment History**

**Company: Mahallati Jewellery**

**Position: Sales Executive**

**Period employment: 2014 – Present**

**Responsibilities**

* Identifying marketing and jewelry sales opportunities.
* Arranging products and maintained sales floor as per Company standards.
* Dealing with customer enquiries face to face, over the phone or via email.
* Contacting prospective customers and discussing their requirements.

**Company: MNM Ceylon Gems & Jewellery**

**Position: Assistant Manager**

**Period employment**: **2009 – 2013**

**Responsibilities**

* Identifying marketing and jewelry sales opportunities.
* Arranging products and maintained sales floor as per Company standards.
* Managing the sales process for new prospects, from initial contact through to closure.
* Dealing with customer enquiries face to face, over the phone or via email.
* Contacting prospective customers and discussing their requirements.
* Achieving all revenue targets & objectives in line with the Area Business Plan.
* Reporting business trends and area performance to the Manager.
* Developing & maintaining successful business relationships with all prospects.
* Planning and organizing the day to ensure all opportunities are maximized.
* Developing a full understanding of the business market-place.

**Company: Cocoon Pvt. Ltd**

Position: Customer Service Executive

Period employment: 2007 – 2009

**Company: Singapore Informatics**

Position: Salesman

Period employment: 2007 – 2007

**Education**

**NQA Post Graduate Diploma In Business Administration**   
London Essex College, England – 2011 – 2012

**HND in Business Management**  
Australian School of Business, Sri Lanka – 2006 – 2008

**Diploma in Computer Studies**  
Australian International Business School, Sri Lanka – 2003-2004

**G.C.E Advanced Level**  
Zahira College Colombo, Sri Lanka – 2004 – 2006

**Language Skills**

* English - Expert
* Tamil - Expert
* Sinhala - Expert

**Key Competencies**

* Can create and deliver convincing arguments to an executive audience.
* Ability to manage multiple commercial processes.
* Ability to evaluate tasks and suggest improvements.
* Experience of closing deals with an average size of £35k on a consistent basis.
* Ability to prioritize workload; work effectively under pressure and to tight deadlines.
* Ability to present, discuss and propose at a senior level.
* Solid understanding of business concepts & dynamics for large national and international customers.

**Computer Skills**

Expertise knowledge of Web Research, MS Office, E-mail, and Windows OS

**Personal Data**

NATIONALITY: Sri Lankan

BIRTHDAY: August, 19th, 1986

RELIGION: Islam

CIVIL STATUS: Single

**References**

**References** - Available upon request.

**I hereby declare that all the information furnished above is true to the best of my knowledge and belief**