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| Objective |  | To find a challenging position to meet my competencies, capabilities, skills, education and experience. Expertise in Marketing ,Sales, Human resources, Administration |
| Experience |  | **Coordinating Executive – Golden Line Used Cars LLC-Dubai**  October 20th 2014 – December 1st 2014   * Answering new clients inquiries and generating sales to the company through strong customer follow-up. * Supporting and coordinating with marketing team to achieve company monthly sales targets. * Coordinating with management to provide the best customer satisfaction for the excising clients. * Generating new outdoor and indoor creative business marketing methods through various ways.   **Operations Manager – Target Environmental Services Company PVT LTD., Colombo., Sri Lanka**  January 2008 – September 2014   * Establishes Operation standards of efficiency, minimum wastages and maximum utilization of resources (machines, raw material and manpower). * Supervises Operation processes to ensure implementation of company standards. * Prepares annual Operation plans and obtains approval of Director of production. * Coordinates with Sales Managers to Plan Operation capacities accordingly.  Monitor Operations vs. sales to review production schedule accordingly. Ensure enough replenishments of finished goods supply.  Apply effective modification on operation plan for timely Operation of special orders. * Coordinates with procurement officers to ensure smooth operation of raw materials. * Establishes quality control standards and procedures. Ensures strict adherence to those standards. * Supervises machines maintenance programs. Recommends machines modifications if needed. Ensures smooth supply of spare parts. * Prepares annual manpower plan. Makes sure all vacant positions are filled in coordination with personnel manager.   **Coordinating Executive – Label Line PVT LTD, Sri Lanka**  June 2005-December 2007   * Prepare production budget and maintain/improve budget limitations to meet plant’s annual objectives and standards according to sales projections. * Prepare short and long term plans to determine the manufacturing objectives * Participate in putting the company strategies in short and long term. * Manage and monitor the operation of the plant and finish goods warehouse to ensure continuity of production and maintain organized receiving and dispatch of finish product. * Manage maintenance department and apply the preventive maintenance program on all machines and equipment to minimize problems and shutdown scheduling to ensure timely and appropriate solutions are adopted avoiding major breakdown. * Establish safe working procedures for all areas of operation in coordination with the safety department and ensure its implementation to keep accident to a minimum and reduce downtime. * Establish and maintain overall emergency procedures in coordination with safety department and oversee emergency training by making periodical drills, further acting as a field leader for the whole plant. * Lead special projects of maintenance department for the enhancement or modifications on process, following through to their successful completion. * Ensure proper training of plant personnel to upgrade their professional and maintain the equipped level of quality standards to achieve the operational equipment’s * Coordinate with Quality Control regarding glass condition, binder formulation and quality of production to ensure timely and appropriate solutions are adopted avoiding customer’s complaint * Participate in preparing; reviewing and evaluating the manufacturing costs to ensure the company cost are efficient.   **Medical Representative – Andrews Pharmaceuticals , Colombo, Sri Lanka**  October 2004- June 2005   * Arranging appointments with doctors, pharmacists and hospital medical teams, which may include pre-arranged appointments or regular 'cold' calling; * Making presentations to doctors, practice staff and nurses in GP surgeries, hospital doctors and pharmacists in the retail sector. Presentations may take place in medical settings during the day or may be conducted in the evenings at a local hotel or conference venue; * Organizing conferences for doctors and other medical staff; * Building and maintaining positive working relationships with medical staff and supporting administrative staff e.g. receptionists; * Managing budgets (for catering, outside speakers, conferences, hospitality, etc); * Keeping detailed records of all contacts; * Reaching (and if possible exceeding) annual sales targets; * Planning work schedules and weekly and monthly timetables. This may involve working with the area sales team or discussing future targets with the area sales manager. Generally, medical sales executives have their own regional area of responsibility and plan how and when to target health professions; * Regularly attending company meetings, technical data presentations and briefings; * Monitoring competitor activity and competitors' products. |
| Education |  | * Associate of Science at the American College of Higher Education, Colombo Sri Lanka. – 2010 onwards * GCE Advance Level Examination in Agricultural Science, Sri Lanka. - 2003 * GCE Ordinary Level Examination, Sri Lanka. - 1999   Enter any content that you want to repeat, including other content controls. You can also insert this control around table rows in order to repeat parts of a table. |
| PERSONAL PROFILE |  | * Nationality – Sri Lankan * Date of Birth – 10 December 1983 * Gender – Male * Marital Status – Married |
| skills |  | * Excellent working skills with MS Office. (Word, Excel, PowerPoint) * Fluent in English. * Intermediate in Spanish. * Public Speaking/presentations. |
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I hereby confirm the above details are true and correct according to the best of my knowledge.