**Curriculum Vitae**  
Madhusanka

**OBJECTIVE**To enhance the personal skills & to develop my career as well as the company’s growth by contributing my effort to maximize the profit. I also look forward Professional Position with responsibilities which help organization to grow horizontally and vertically



A Matured, enthusiastic and dedicated professional with extensive experience across various areas of retail management & Sales and Distribution in FMCG. Perform effectively under highly pressurized working environment.

[Madhusanka.336204@2freemail.com](mailto:Madhusanka.336204@2freemail.com)

**CAREER ACHIEVEMENT   
  
FRONT OFFICE EXECUTIVE - (R.P.D.) – Srilanka - 2016  
Duties & Responsibilities** **#** Maintain Excellent Customer service Standards  
**#** Develop Customer Relationship With large Retailers  
**#** Maintaining Proper Checklist & Admin Activities  
**#** Planinig,Executing & Coordinating the Yearly Financial Budget of the Group  
**#** IT Management of Accounts & Finance Activities of the Group  
 **IT SYSTEM ANALAYZER / IT SYSTEM ADMINISTRATOR – R.P.D. – Srilanka - 2015   
Duties & Responsibilities**

* Extensive experience of Microsoft Windows server environment (AD, DNS, DHCP, NTFS)
* Extensive knowledge of Network (LAN,WAN), Hardware and Software configuration and maintenance
* Solid understanding of Disaster Recovery, Server Virtualization and Data Center environment/facilities
* Good working experience in Microsoft Exchange 2010, VMware, MS SQL Server and IIS
* Working experience on Installation, Configuration, Troubleshooting of Desktop PC, corporate Laptops, Local and Net
* Project management experience is an added advantage
* A sense of urgency and a commitment to timely completion of projects. Attention to detail along with a commitment
* Capable of preserving confidential or sensitive information
* Effective time management, organization and multi-tasking skills
* Updating and monitoring IT user accounts
* Maintenance & management of the Critical Windows based Server Environment.
* Maintaining up to date Antivirus levels on all machines company wide
* Working on Active Directory accounts, configuration of Blackberry & laptops

**CAREER ACHIEVEMENT**

**Information Technology / Information System CO-ORDINATOR - ARPICO SUPER CENTRE  
 (KADAWATHA-SRI LANKA)  
 2014**

**Business & Accounting Analyzer**- **ARPICO SUPER CENTRE (KADAWATHA-SRI LANKA)   
 2013**

**Duties & Responsibilities**  
Inventory Management and Stock Distribution

* Ensure that effective stock management and space management to optimize sales and customer satisfaction
* Review and analyze stock and sales reports monitoring over and under stocks , corrective actions to be taken

Sales and commercial performance

* Responsible for P& L of the store business and active involvement to achieve the bottom line
* Maximize sale and profitability , maximize productivity targets (sales per SQFT, Conversion rate, ATV )
* Prepare and participate in the preparation of sales budgets

Operation Standards

* Ensure that store is in compliance with store operating and customer service standards
* Maintain Store Visual Merchandising standards as per the brand requirement

**Duties & Responsibilities** #Operating / Handling Java & MySQL Data Base server system , Java & SQL POS system &   
 Marksys ERP System.  
 #Maintain / Controlling 15 computers with linking server system(HP).  
 #Working with Software Installation & Hardware Configurations.  
 #Network Planning & Troubleshooting.  
 #Handling AiM CCTV System(ver 2.6/36 cam)

**Professional / Other Qualification   
  
1)** **Successfully completed Java & MySQL Data Base Development Level  
  
2) Following a Software Engineering Degree at the Java Institute(PCJT)  
  
3) 3 Month Qualification for operating CCTV Camera System in Orits  
  
4) 3 Month Qualification for handling stock GRN system & stock Controlling system  
  
5) 6 Month Qualification for Fashion Industry in sri lanka  
  
6) Qualification for operating Digital Weighting Scaling System in Richard Pieris   
 Distributors Limited sri lanka**

**7) 4 Month working experience as a cashier in Richard Pieris Distributors Limited sri lanka  
  
8) Highly experience operating Marksys System in Richard Pieris Distributors Limited sri   
 lanka  
  
9) Highly experience operating Fedora Operating System & Fedora POS System in Richard   
 Pieris Distributors Limited sri lanka  
  
10) 6 Month Qualification & experience for handling CISCO Networking System in Richard   
 Pieris Distributors Limited sri lanka  
  
11) Highly experience for operating & handling (SUSI/HP) Server System in Richard Pieris  
 Distributors Limited sri lanka  
  
12) Highly experience as a IT & IS Coordinator in Richard Pieris Distributors Limited sri   
 lanka**

**13) Microsoft Certify for 2009,2010,2011 provincial software competition  
  
14) IIHE /LIONS CLUB Certify Inter school quiz contest 2010  
  
15) Certify Marian’s Expo in 2011 for presenting Internet Money Project in Sri lanka  
  
16) Leadership Certify for British Council in 2010  
  
17) Ceylinco life Certify for Art competition in 2006 in sri lanka**

**EDUCATION QULIFICATION   
Passed the O/L exam & A/L exam in sri lanka  
  
A/L Exam   
Business - C  
Economics - S   
Accounting - S  
  
O/L Exam  
Buddhism - A  
Sinhala - B  
Citizen & Education - B  
Drama & Th: - B  
English - C  
Mathematics - C  
History - C  
Science - C  
Information Technology - C  
  
LANGUAGES  
Sinhala , English , Korean,Tamil**

**PERSONAL INFORMATIONS   
  
  
Date of Birth - 1994.07.26  
Gender - Male  
Nationality -Sri Lankan  
Civil Status - Unmarried  
  
Religion -Buddhism**

Extra Curricular Activities

**1) President of the school commerce society  
  
2) senior Prefect  
  
3) Member of School I.T.Club  
  
4) Microsoft Office Productivity: (Microsoft Excel, MS Word, MS Power Point, MS Outlook)**

**5) Leadership and presentation  
  
 6) Analytical & Problem Solving  
   
 7) Adobe Productivity: (Adobe Photoshop, Adobe Illustrator, Adobe Flash, and Adobe Dream viewer)**

**AREA OF SPECIALIZATION**

* Visual communication
* Stock management
* Cash management
* Analyzing statistical data

**I do hereby certify that the particulars furnished by me are true and accurate to the best of my knowledge.**