**CURRICULUM VITAE**

Name: **Mahesh**

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**Career objectives:**

I would like to join an organization that is driven to excellence and promotes professional development based on employee’s efforts, loyalty and work ethics. To have an opportunity to work with reputed organization and expertise to grow, develop and advance with the organization.

**Professional experience:**

 1. Name of the organization : **book worms (PVT) LTD,**

 Position held : business promotion officer,

 Duration : Jan 2014. – Dec 2016.

**Responsibilities**

* Gives in a hundred plus percent and answer to different queries,
* Offering face to face advise to costumers on the product,
* Ensuring that the price is correct,
* Ensuring that the all area in the shop are clean and ensures that all safety measures are applied,
* Provide an exceptional team work and team spirit and motivate others,
* Control the team and ensure the team do all the refilling when the products are sold,
* Promoting book items and stationeries, free delivers the items to the customers wanted destinations,
* Playing a key role in achieving a monthly budget set by the company through marketing, presentation’s as well as distribution of promotional materials.

2. Name of the organisation : **Osushi Japanese (PVT) LTD,**

Position held : Executive operations,

Duration : June 2009. – Dec 2013.

**Responsibilities**

* Handling food products and food items to be supplied to clients,
* Make sure that packaging is properly done in during loading process,
* Supervised the efficient and quality, service standard is maintained,
* supervised client satisfaction by delivering food at right time,
* Checking of the picking loads and orders before deliver to accurate order,
* Help support to the overall floor operation of the warehouse,
* Take part in the handling operations of the warehouse and distributions,
* Sorting of international and domestic shipment,
* Maintaining overall operation efficiency of warehouse.

3. Name of organisation : Turban Indian restaurant - Perth - Western Australia,

Position held : F & B Assistant (all operations),

Duration : June2003 – Feb 2009.

**Responsibilities**

* Knowing the importance of teamwork, being polite when making decisions, effective time management and identifying customers’ expectations.

**Education qualifications**

* General certificate of education ordinary level 1991,
* Basic level in front office operation at Ceylon hotel school kandy 1995,
* Diploma in business management – worldwide business collage 2002(Australia),
* Diploma in international air ticketing 2013

**Personal details**

Nationality – Sri Lankan

Marriage status – married

Languages – Sinhalese, English.

Visa status – on visit visa

**Referees**

**To be provided on request.**

 *References available on request*