CURRICULUM VITAE



# Objective

To secure a promising position that offers both a challenge and a good opportunity for growth.

# Experience

**Working in various Company’s and Department.**

|  |  |  |
| --- | --- | --- |
| **ORGANIZATION** | **FROM** | **TO** |
| Spinneys Abu Dhabi LLC | 2014 | At present |
| Pepsi co(varun beverages lanka) | 2012 | 2014 |
| Lee impex textiles | 2009 | 2011 |

* Customer service asst and merchandiser in spinneys 2014 to up to date.
* Sales representative and credit collector at pepsi co varun beverages lanka
* Customer service assistant and sales man at lee impex textile

# PRESENTLY WORKING AT SPINNEYS ABU DHABI AS A customer service representative cum merchandiser SINCE - 2014

* Giving a good service to the customer.
* Maintaining the daily basis recodes.
* Doing monthly GP stock count and After Yearly 4 times main stock count.
* Take care about customer complains.
* Maintaining the display.
* Checking the order sheet and the delivered items.
* Maintains the warehouse and store recodes and document.
* Fulfill the customer expectation and needs.
* Making quick decision at any issues.
* Doing merchandise and maintain the display.
* Increase the customer base.

# Works and responsibility at pepsi co varun beverages lanka pvt ld

* Doing customer service by visiting the route daily.
* Talk to the customer and taking the orders.
* Promoting the product to the new customer.
* Making invoice and collecting the credits from the customer.
* Maintaining the records and documents.
* Achieving the monthly targets.
* Doing supplying the product to the customer.
* Maintain the relationship with the customer

# EDUCATIONAL qualifications (COLLAGE)

* I passed GCE O/L (Ordinary Level) 2008 at Bluemandhal Sinhala vidyalaya

# relevent skills and experience

* Average computer knowledge.
* Good in customer service.
* Excellent team work skill.
* Ability to perform under pressure & deadline target.
* Self –motivated and assertive.
* General knowledge in sap system.

# LANGUAGES SKILLS

* Excellent writing & Communicating in English.
* Excellent writing & Communicating in Sinhala.
* Fairly communicating in Hindi.
* Excellent understanding &communicating in Tamil.
* Fairly communicating in Malayalam

# Personal information –

DOB : 19/04/1991

Gender : Male

Civil Status : Single

Religion : Islam

Nationality : Sri Lankan

I DO HERE BY CERTIFY THE ABOVE MENTIONED PARTICULARS ARE TRUE & CORRECT TO THE BEST OF MY KNOWLEDGE.