** SAMAN**

**SAMAN.363116@2freemail.com**



**Applying for the position of Public Relationship Officer**

**PROFILE**

Very energetic and self-motivated Public Relationship Officer with extensive experience of years in Dubai, is looking for a suitable position in an organization which provides an opportunity of utilizing my abilities in best possible manner to achieve organizational and individual goals.

**WORK EXPERIENCE**

**Public Relationship Officer** Cum **Traffic Supervisor** with **Power Print L.L.C** Dubai

– UAE from February 2010 – till date

**Key Responsibilities**

* Providing documentation support to clients and Sales Team to complete business deals.
* Scheduling the job delivery with priority.
* Responsible for banking related jobs of company
* HR Admin works
* Dealing with organizations like RTA , Civil Defense, Chamber of Commerce Dubai Airport for various organizational needs

**Warehouse Supervisor, Landmark Group Lifestyle City LLC**, June 2006–Jan

2010

**Key Responsibilities**

* Supervising and monitoring a team of Warehouse Assistants in loading, unloading, packaging, shelving, scanning and stock taking etc.
* Liaising with Sales Team to ensure timely and accurate delivery
* Implementing efficient store management techniques to ensure that all items are properly displayed and timely replaced.
* Generation of daily, weekly and monthly business reports for management.
* Training new staff and motivating existing one to improve their performance

**Sports Trainer** at Maliya Dewa College 2000 - 2004 in Sri Lanka **Sports Trainer** at St. Annes Collage School, 2000-2004 in Sri Lanka

**EDUCATION**

* British GCE Advanced Level 2000
	+ Accounts
	+ Business Study
	+ Economics
* British GCE Ordinary Level in 1997
* Basic Computer knowledge

**LANGUAGES**

* English
* Hindi
* Arabic
* Sinhalese (Mother tongue)

**EXTRA CURRICULAR**

* 1998 - 2000 National Meet in Sri Lanka - Boxing - 1st place
* 1996 - 2000 inter school Athletic Tournament 100m, 200m and Long Jump - 1st place
* 1997 National School - all island Sri Lanka Boxing Tournament - 1st place
* Inter school Fresher’s Boxing Tournament 1996 Won First Place
* Best Champion inter House Athletics Meet 1995 – 2000 [Long Jump, 100 Meter, 200 meter and 400 meter] and won school colors.
* Sri Lanka National Meet wrestling weight class 46-50 kg from 2001–2005 Champion.
* Asian game selection 2002 - wrestling weight class 46-50 kg won second