**Gayan**

**Gayan.369146@2freemail.com**

**OBJECTIVE:**

**To pursue a career in the Middle-East region in a reputable organization which would enable me to achieve my personal and long term career goals whilst positively contributing towards the organization’s objectives.**

**AREAS OF EXPERTISE**

**Direct Sales**

Achieving individual sales targets Servicing existing clients

Sales Campaigns

Retirement & Life benefit consultancy

**Logistics Systems Operations**

Processing and management gate pass

Customer stock management & responsible for customer stock Servicing existing clients

Timely & accurate processing invoice

**Customer Support**

Handling back-office and customer service Verbal communication skills

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|  | **CAREER HISTORY** |
| **Feb 2016 - Current** | **Airline Cargo Resources GSA for American Airlines, Dubai, UAE** |

**Customer Service & Sales Executive**

**Role:**

Customer Service

Online export shipment bookings Shipment follow-ups

Quoting

Operations Tele Sales

Executing AWBs

**April 2015 – Jan 2016** **MetLife Insurance, Dubai, UAE** **Insurance Sales Consultant**

**Role:**

Explain policies

Providing suitable policies to clients Sales

Customer Service

**Nov 2014 – Mar 2015** **TNT Express, Dubai, UAE** **SDS Administrator**

**Role:**

Store apart & Distribution Service Administrator Social Responsibility

Customer Service

Picking, Packing & Loading

Executing Bill of Entry & AWBs Online shipment booking

Tracking Shipments

**Nov 2013 – Nov 2014** **Aramex International, Dubai, UAE** **Operation Team Member**

**Role:**

DWC gate pass access for trucks Document control

System analyses Customer service Operations

**PREVIOUS ASSIGNMENTS**

**Mar 2010 - Mar 2013** **Sri Lanka Telecom** **Account Executive**

**Role:**

Direct selling of telephone directory advertisements

**Achievements**

Achieve over sales targets 100% every month New sales revenue 70% each month

New Clientele 50% each month

**ACADEMIA & Other ACTIVITIES**

Microsoft Office & Windows

First Aid

Fire warden

Graphic Designing

GCE Advance Level (Sri Lanka)

**Extra-Curricular Activities**

Former Cricket captain under-19 Chilaw Cricket Club College Prefect

Basketball player Networking Graphic Designer

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|  | **PERSONAL DETAILS** |
| Date of Birth | : 02 June 1987 |
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|  |  |
| Nationality | : Sri Lankan |