**PROFILE**

An accomplished self-driven

employee with over 16years experience facilitating to the operations in corporate setting. Major strengths in excellent personal

presentation, analytical and communication skills. Proven capacity in extensive customer service interaction and a demonstrated ability to interact effectively with all level of management, colleagues and clients. A high level of integrity with advanced knowledge in sales procedures and

working capital management. Demonstrated ability to work independently and within a team while handling multiple tasks.

**NATIONALITY**

Sri Lankan

**UAE driving License (Manual)**

**Contact:**

Email: kelum-396849@gulfjobseeker.com

I am available for an interview online through this Zoom Link <https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

KELUM



Marketing Executive

**EDUCATIONAL AND PROFESSIONAL QUALIFICATION**

**Q Express Document Transport (Dubai)- UAE**

* Having certificate of Health and Safety Training
* Having certificate of Courier Attitude, Behavior and Communication Training
* Having certificate of Freshers Roll Out – Induction Program
* Having certificate of Package Handling Training

**Charleys Grill Sub**

* Successfully completed Hygiene Training Program

**Passed G.C.E. Advanced Level Examination in Maths Stream (2002)**

**WORK EXPERIENCE**

 **April 2018 – January 2020**

* Managing and coordinating all tourism requirements of foreign and local customers.
* Conducting interactions with excellent communication skills with all customers over the journey.
* Facilitating punctual and safety transport services for Locals and foreigners.

**Q Express Document Transport (Amazon Dubai)- UAE-November 2015- April 2018**

* Responsible for distributions of packages and documents for various institutions in UAE.
* Conducted friendly relationships with all employers peers and clients.
* Delivered all items to clients in safety manner and on time.

**Nations Lanka Finance – Sri Lanka – Sales Executive (Fixed Deposits)**

**2015**

* Handling customers fixed deposits.

**Al Fathan Group of Company -UAE -Cashier**

**December 2011- June 2012**

* Conducted attractive customer service.
* Accurate cash handling and balancing
* Handled foreign currency transactions and vouchers.
* Maintained and updated daily cash sales report and credit card settlement report.
* Provided efficient and reliable service.
* Achieved branch targets and budget.

**Al Madani Group – UAE – Service Crew –(Store in charge)**

**August 2008 – August 2011**

* Facilitated efficient and effective customer service
* Attracted new customers to Branch and retained existing customers.
* Handled and solved customer complaints in friendly manner.
* Coordinated customer and Head office.
* Stock management including ordering, receiving, updating the balance of the stock.
* Minimized holding and ordering cost of stock via minimizing damages and wastage.

**Ceylinco Grammen Credit Company Limited – Sales Executive September 2006 – July 2007**

* Maximized the sales revenue of the branch
* Conducted strong relationship with customers

**Abans Limited- Sri Lanka –– Sales Assistant**

**March 2003 – August 2006**

* Increased revenue by selling sanitaryware (TOTO), Motor Bikes and electronic items to dealers.

**SKILLS**

* Excellent Communication and interpersonal skills with Fluency in English, Sinhala and Hindi.
* Ability of working computerized environment.
* High capacity of working multi tasks under less supervision.
* Ability of engaging transport service sector in safety manner **including UAE Manual Driving License**

I hereby attest that the above information is true & correct according to the best of my knowledge.