

G.H. Prabath Kasun Sumanasiri.

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Near palm beach hotel, Bur Dubai, Dubai.

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PROFESSIONAL SUMMARY

Over 10+ years of experience in Retail, and 3+ as a Admin assistant. Solutions-focused professional with excellent versatility and adaptability skills to manage multiple tasks in demanding and ever-changing environments. Takes ownership and responds to challenges with determination and commitment to figure out the best way to resolve the situation and deliver results.

SKILLS

- Experienced in development and performance management.
- Ability to ensure ongoing improvement of customer service standards across the area
- Managing underperforming team leaders and employees.
- Leading retail teams at disparate locations.
- Targeting and developing specific markets.
- Ability to creatively solve problems.
- General Administrative & Secretarial Duties
- Strong interpersonal and communication skills
- Ability to work as part of a team or as an individual if required
- Decisiveness and readiness to make decisions within the remit of my role
- Ability to work and deliver under pressure
- Trustworthiness especially with regard to confidential matters

JOB EXPERIENCE

ADMIN ASSISTANT/ PURCHASING STAFF – DUBAI

Land of fire General LLC

<https://www.land-of-fire.com>

June 2023 – Present

Responsible for source and buy materials, goods, and services on behalf of the employer to be resold or used in daily operations maintain stock levels, and may also conduct research, negotiate with vendors, and interview prospective suppliers.

DUTIES:

- Preparing sales reports.
- Order sheet printing and distribution for both cold and dry stores.
- Direct import ordering and local suppliers as per schedule/ cut off time.
- Checking wastage & return items on a day-to-day transaction of the company to monitor the stocks accurately.
- Posting the add to stock of the deliveries.
- Sending discrepancies to the warehouse.
- Receiving deliveries.
- Entertaining customer calls and orders.
- Customer service during the busy hours.
- Invoicing
- Monitoring daily sales.

ADMIN ASSISTANT

Waitrose & Partners <https://www.waitrose.ae>

Jan 2021 to June 2023

DUTIES:

- Assisting administrator in daily admin tasks.
- Doing upload supports for stock count to other stores
- Physical inventories
- Overtime monthly upload to Payroll
- Preparing all POS
- Preparing LPO for all the departments.
- Updating the sales daily.
- Doing branch transfer out documents to and from other stores.
- Doing return to supplier documents.
- Updating the shelves every beginning of the month/ year.
- Shop use claims
- Ensuring important emails are actioned as per the required cutoff time.
- Customer service on the shop floor area if not busy in the admin
- Maintenance issues to address to proper person and be done immediately/ arranging work permits
- Assisting suppliers and merchandisers.
- Cash office safe checking.
- Data gathering and reports consolidation.

MERCHANDISER & REPLANISHMENT ASSISTANT**Waitrose & Partners**<https://www.waitrose.ae>**June 2018 to December 2020****DUTIES:**

- Mainly responsible for the visual representation of the shop floor by maintaining company planogram base for the customer flow.
- Recommending brand, price point, and buying depth strategies.
- Working with the department head & Manager to achieve commercial goals.
- Involved in re-arranging, remerchandising & replenishing new stock as it arrives.
- Analysing sales figures and forecasting future sales volumes.
- Coordinating store displays in line with brand guidelines and strategy
- Delivering weekly floor moves, window installations, and mannequin styling.
- Refilling shelf & maintaining the facing.

SHOWROOM MANAGER**Singhagiri (PVY)Ltd. Sri****Lanka.**<https://www.Singhagiri.lk> February**2013 - December 2017****DUTIES:**

- **Recruiting, training, supervising staff.**
- **Maximizing profitability and setting sales targets, motivation staff to do so.**
- **Managing budgets.**
- **Overseeing pricing and stock control.**
- **Dealing with customer queries and complaints.**
- **Preparing promotion and sales materials.**
- **Liaising with head office.**
- **Compiling, maintaining and updating company records**
- **providing information, taking and processing orders and addressing complaints**
- **Answering phone calls and calling customers and vendors to follow up on appointments and deliveries**
- **Compiling and maintaining records of office business transactions**

EDUCATION

Completed computer application assistance NVQ level 2.**Secondary Level diploma 2005.****Sri Lanka Examination Department.**

PERSONAL INFORMATION

Date of Birth : 20.01.1990
Civil Status : Unmarried
No. of Children : No
Relatives in Canada : No
Nationality : Sri Lankan
Passport Number : N7012883

SEMINAR AND WORKSHOP

- Microsoft outlook and Office Packages, Internet & E-mail, and Knowledgeable (Illustrator and Photoshop.)
- SAP, POS and BI
- QuickBooks

REFERENCES

Name : Dinesh Fernando
Position : Grocery manager
Company : Waitrose & partners
Contact No : +971501561042

Name : Geethaka piyadasa
Position : Sales manager
Company : Abans plc