

BIMSARA KAVINDA KANKANAMGE

Sales Executive

+971 556993606

bima.kavinda@gmail.com

www.linkedin.com/in/bimsara-kavi

Villa 27, Box Park, Jumeirah 2, Dubai



SUMMARY

As a 28-year-old, adaptable, and self-driven individual, I work to secure a position based on your organization's capabilities and talents and advance my career inside it for the organization's benefit. Additionally, I have faith in sales and marketing, which are the foundations of any successful organization. Responsible cashier with expertise in managing funds, replenishing inventory, and assisting customers in finding what they're looking for.

EDUCATION

BBA in Management

IIC University of Technology

11/2019 - 11/2023 Cambodia

Diploma in Business

Management (ABE Level 04)

IMBS Green Campus

2022

Diploma in English

Sipway English Academy

2022

SKILLS

Customer Service

PR Skills

Cash Handling

Team Worker

Inventory Control

Negotiation

LANGUAGES

Sinhala Native ●●●●●

English Proficient ●●●●●

Hindi Intermediate ●●●●●

VOLUNTEERING

FIFA World Cup 2022

Official Special Events Volunteer

2022 Qatar

EXPERIENCE

Sales Executive

Markai Commercial Brokers (ADCB)

10/2023 – Currently UAE

Selling Abu Dhabi Commercial Bank Credit Cards and Personal Loans.

- Actively seeking out new customers by networking, cold calling, advertising, or other means to generate interest in credit cards and personal loans.
- Having a deep understanding of the features, benefits, terms, & conditions of various credit card and personal loan products offered by the institution.
- Advising potential customers on the best credit card or personal loan options based on their financial situation, needs, and creditworthiness.
- Assisting customers with the application process, including gathering necessary documentation (KYC), verifying information, and ensuring applications are completed accurately and efficiently.
- Meeting sales targets and goals set by the organization, often involving a combination of new customer acquisition and existing customer retention.



Section Supervisor

Masskar Hypermarket W.L.L

02/2022 - 05/2023 Qatar

Masskar Hypermarket symbolizes quality and service in retailing.

- Track and analyze sales data to assess performance and identify trends.
- Oversee inventory levels, ensuring that stock is ordered, received, and shelved properly.
- Ensure high standards of customer service, addressing any complaints or issues promptly.
- Train and supervise staff to deliver excellent customer service.
- Organize product displays to maximize appeal and ensure compliance with store standards.
- Oversee cash registers and ensure accurate cash handling procedures.
- Collect and review customer feedback to make improvements to the section.



Customer Care Assistant

Singer Sri Lanka PLC

08/2020 - 12/2021 Sri Lanka

Singer (Sri Lanka) PLC is a Sri Lankan holding company engaged in retailing and wholesale marketing home appliances and furniture.

- Cashier and petty cash handling & Providing after-sales services.
- Achieving sales targets while leading of the team.
- Knowledgeable about higher purchasing orders and retail retailing.
- Strong proficiency with Microsoft Office and the ability to adjust to new corporate systems.
- Keep in the records of the stock while unloading the products.
- Inspected items for quality & quantity according to the debit note.
- Preparing purchase orders to transfer goods between companies and customers.
- Updating system inventory and physical inventory by the end of every month.
- Describe for the customer all the information about electronic appliances.



Data Entry Operator and Cashier

Gulf Catering Company

11/2016 - 05/2020 Saudi Arabia

Gulf catering company is providing catering services to both government and private sectors across the kingdom.

- Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.
- Makes use of standard office supplies, such as a photocopier and fax machine.
- Assisted customers with inquiries and provided exceptional service, resulting in positive feedback from shoppers.
- Ensuring correct meal prices, accepting payments and administering receipts to customers.
- Adapted quickly to new technologies implemented at POS systems, ensuring seamless transition periods for both staff and customers.

