



A.T. Manodya Prabashwara | Executive – In Charge

Abu Dhabi, United Arab Emirates.

Availability: Immediate

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PROFESSIONAL PROFILE

Organized executive – In charge in managing supermarket budgets including monitoring expenses and minimizing waste, implementing strategies to drive sales and incline the outlet profitability while ensuring the customer satisfaction. Disclosed and proven an impressive track record of achievements on analyze sales and customer data to identification of latest trends and opportunities for outlet improvements. Service-Oriented collaborative member with articulate communication skills and amiably demeanor. Resourceful and collaborative approached leader with all aspects of strong leadership and management skills to handle multiple responsibilities and prioritize tasks.

CORE SKILLS

- Organizational skills / Sales Forecasting
- Budgeting & Strategic Marketing
- Decision – making
- Resourceful and Customer segments
- Multitasking
- Inventory control
- Leadership and Customer focus
- Time and Cost Management
- Adaptability and flexibility
- Effective communication
- Staff Training
- MS Office (Excel, Word) / MS Outlook /

WORK HISTORY

Executive – In Charge (Branch Manager) | Softlogic GLOMARK - Colombo, Sri Lanka

01/2021 – 08/2024

Outline; Softlogic GLOMARK is a number one leading supermarket chain Sri Lanka who delivers the inspiration experience to their customers. Further GLOMARK online store serves quality, freshness and choice customer would find in their door step.

- Sound understanding of financial, process, customer and people-driven operational management strategies supportive in achieving set organizational objectives.
- Sound understanding of legal framework affects supermarket operations.
- Implement, set up, prepare promotional materials and displays; liaise with head office and other branches.
- Maintain appropriate levels of inventories, monitor stock movements and effectively implement inventory control measures.
- Motivate sales team on their duties and responsibilities in addition maintain business development strategies which helps the organization achieve success.
- Strong leadership qualities with collaborative approach on working moreover motivate staff to achieve sales targets.
- Focus on customer segments and create customer-centric / customer-friendly environment.
- Critical thinking, Decision-making and resourceful to overcome the ways when problems or challenges as and where they occur.
- Effective and efficient document maintain and communication between stakeholders in the supply chain.
- Strong time management skills to accomplish daily targets in addition responsible for store inventory
- Manage client relationships and understand develop of staffs' skills.

Back Office Executive | Softlogic Glomark - Colombo, Sri Lanka

01/2023 – 01/2024

- Ensure the Outlet is operated as per set retail management/supermarket management standards

- Effective engagement of significant cost (stock variance, wastage, packing consumption & staff cost etc.) management initiatives of the outlet
- Lead a team of Department Executives towards effective collaboration and frequent evaluation of their performance against the set key performance indicators (KPIs), address performance issues and provide instrumental feedback to improve their performance to stay competitive and profitable.
- Ensure the maximum operational productivity at work at the outlet through effective and efficient implementation of set operational processes and practices

Cashier | **Softlogic GLOMARK** - Colombo, Sri Lanka

10/2020 – 01/2023

Cashier | **JayKay Marketing Services (Pvt) Ltd** - Colombo, Sri Lanka

06/2019 – 09/2020

- Resolve and review differences in between accounting information and cash drawer.
- Process POS transactions, inclusive cash, credit purchases, checks or customer refunds.
- Assist customers on purchase completions, collaborate with reward programs to promote loyalty, advancement of customer satisfaction and sales.
- Restore, organized merchandise in front lines to drive the item sales.
- Reconcile cash drawer either beginning or end of each shift.
- Review daily sale targets and monitor and analyze each items' price changes.
- Train new staff joiners on POS system operation, customer service strategies and accomplishment of sales targets.
- Count cash in drawers and operate online orders and delivery services.
- Assist and attend for human Resources management operations

EDUCATION

- General Certificate of Education – Advanced Level (A/L) in 2018
- General Certificate of Education – Ordinary Level (O/L) in 2015

CERTIFICATES AND AWARDS

- **Employee of the year 2022/23**
*In recognition of constant effort, dedication, hard work and passion to deliver high level performance
Softlogic GLOMARK branch at Orion city*
- **Employee of the month – Dec. 2022**
Softlogic GLOMARK branch at Orion city
- **Value Spot Recognition – 2021**
*In recognition of hard working
Softlogic GLOMARK branch at Nawala, Sri Lanka*
- **Value Spot Recognition – 2021**
*In recognition of best-selling – Loyalty cards
Softlogic GLOMARK branch at Nawala, Sri Lanka*
- **Value Spot Recognition – 2021**
*In recognition of best loyalty performance
Softlogic GLOMARK branch at Nawala, Sri Lanka*
- **Spot Award – 2020**
*In recognition of promoting nexus cards
Keells branch at Rajagiriya, Sri Lanka*
- **Spot Award – 2020**
*In recognition of supporting for all functions
Keells branch at Rajagiriya, Sri Lanka*
- **Employee of the month – 2019**
*In recognition of hard working
Keells branch at Rajagiriya, Sri Lanka*

DECLARATION

I hereby respectfully certify that the information given above is true and accurate to the best of my knowledge. I shall be glad, if I am offered an opportunity to serve your esteemed company and I can assure you that I shall always discharge my duties with devotion and loyalty. **A. T. Manodya Prabashwara**