



2018-2024

Administration Executive

Contact

24/218, 2nd Lane,
Gothami Road, Borella,
Colombo 08

+94 768953706

Leoq2493@gmail.com

Skill

- Excellent communication.
- Teamwork and Collaboration
- Time Management and Multitasking.
- Excellent in MS Office.
- Excellent in Advance

Language

English



Tamil



Sinhala



C. S. Queeni Leo

Administration Executive/Sales Executive

Personal Profile

Experienced Sales & Administration Executive with 11 years driving sales growth, optimizing processes, and building client relationships. Skilled in leading teams, implementing initiatives, and providing exceptional service. Proven record exceeding targets, maximizing efficiency, and fostering collaboration. Strong leadership, communication, and problem-solving abilities. Ready to contribute expertise to a forward-thinking organization."

Work Experience

2018.03 to 2024.04 Administration Executive BZL Lanka Pvt Ltd, Colombo, Sri Lanka. (Royal Enfiled Sri Lanka)

- Provide administrative support to the sales team and management.
- Manage and organize paperwork, documents, and electronic information.
- Schedule appointments, meetings, and travel arrangements for sales staff.
- Assist with inventory management, including tracking and ordering supplies.
- Respond to customer inquiries and provide assistance as needed.

2012 to 2018 Private Clinic Pharmacy Assistant Colombo, Sri Lanka.

- Accurately receive, process, and fill prescription orders under the supervision of the pharmacist.
- Ensure that prescriptions are complete and contain the necessary information.
- Provide patients with essential information about their medications, including dosage instructions, potential side effects, and any necessary precautions.
- Maintain a high level of customer service by addressing patient inquiries and concerns promptly and professionally.

Educational experience

- 2011 to 2012 Successfully completed Diploma in Business Management In Esoft Metro Campus Colombo, Sri Lanka.
- 2009 to 2011 successfully completed G.C.E. (Advance Level) Examination St' Anne's Girls School - Kotahena.
- 1997 to 2008 Successfully completed G.C.E. (Ordinary Level) Examination Rajagiriya Roman Catholic Tamil Vidyalaya.