



# MAHESH MADUSANKA

ASSISTANT MANAGER



23 Streert, Flat nu 807, Al dona  
building, Al nadha 2, Dubai, 5000001,  
UAE



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rmmsanka@gmail.com

## ABOUT ME

Organized & efficient Operation Executive with more than two year experience Managing outlet operations & Make a correct decision at the right time. Looking forward to a challenging and rewarding position in the industry by utilizing my technical and managerial skills to the optimum and growing along with the company.

## LINKS

### Facebook:

<https://www.facebook.com/profile.php?id=100037830511043>

### Whatsapp :

<https://wa.me/message/IUIUGLJA7WUB1>

### Linkedin:

<https://www.linkedin.com/in/mahesh-madusanka-78ba081a9>

## LANGUAGES

ENGLISH

SINHALA

TAMIL

## REFERENCES

W.M.C.B. WEERASINGHE

Bank of Ceylon

T: +94713603907

E: banweerasinghe@gmail.com

A.J.M.CHANDRANI

JAYASUNDARA

B/Udayaraja Maha vidyalaya

T: 0712152167

## WORK EXPERIENCE

### CARGILLS CEYLON PLC

Mount Lavinia  
Jun 2022 - Jul 2023

#### Assistant Manager

- Supervise and train staff
- Review staff performance and offer constructive feedback
- Collaborate with team leads on setting and achieving team-specific goals
- Purchase inventory based on current trends, availability of new products and customer interest
- Display merchandise to maximize purchasing appeal
- Organize sales and product demonstrations
- Write sales and customer reports and make recommendations for improvements
- Interact with customers and resolve complaints or grievances

### CARGILLS CEYLON PLC

Katubadda  
May 2021 - Jun 2022

#### Executive

- Overseeing salespeople, cashiers, shelf stockers, and other employees.
- Managing finances and preparing an annual budget.
- Keeping records of expenditure, sales figures, and employee performance.
- Evaluating the supply and availability of stocks, and profit-margins.
- Implementing measures to avoid stock damages, theft, and wastage.
- Monitoring shelf stocks and product displays, and the general appearance of the store.
- Investigating market trends and offering products that would appeal to customers.
- Addressing customers' requests, comments, and complaints.

### CARGILLS CEYLON PLC

Colombo  
Jan 2020 - Apr 2021

#### Storekeeper

- Collect, process, and document all merchandise received and paid for, assisting with inventory activities as necessary
- Assist in receiving all merchandise from suppliers
- Check all merchandise for discrepancies and damages
- Sort merchandise according to pricing and location at store
- Store merchandise in proper location to increase sales
- Maintain stock levels by checking stock on hand against sales reports
- Inventory items according to location and store policy.

### CARGILLS CEYLON PLC

Colombo

#### Cashier

- Maintain clean and tidy checkout areas.

PERSONAL DETAILS

Date of birth  
1996.03.23

Nationality  
Sri Lankan

Visa status  
Approved

Marital status  
Married

May 2019 - Nov 2019

- Track transacons on balance sheets and report any discrepancies
- Bag, box or gi-wrap packages.
- Handle merchandise returns and exchanges.
- Manage transacons with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Issue receipts, refunds, change or cheques.
- Redeem stamps and coupons.
- Cross-sell products and introduce new ones.

KEELLS SUPER -  
ARANGALA  
Malabe  
Dec 2015 - Dec 2016

- Cashier
- Manage transactions with customers using cash registers
  - Scan goods and ensure pricing is accurate
  - Collect payments whether in cash or credit
  - Issue receipts, refunds, change or tickets
  - Redeem stamps and coupons.
  - Cross-sell products and introduce new ones
  - Resolve customer complaints, guide them and provide relevant information
  - Greet customers when entering or leaving the store
  - Bag, box or gift-wrap packages.

EDUCATION

SOUTH EASTERN  
UNIVERSITY OF SRI  
LANKA  
Akkareipattu  
2020

- BBA
- I Graduated in Bachelor Of Business Administration Management Specail Degree.

SKILLS

LEADERSHIP

CRITICAL THINKING

TARGET ORIENTED

WORK UNDER PRESSURE

INTER PERSONAL SKILLS

TIME MANAGEMENT

TEAM WORKING

COMPUTER LITERACY

HOBBIES

PHOTOGRAPHY, HIKING, COOKING