

# Nuwan Wijekoon

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## Professional Summary

Dedicated Sales & Warehouse Team Leader with a strong drive. Expertise in Customer Service, Sales, Warehouse operations and, Forklift operations. A proactive and goal-driven individual who effectively manages warehouses, overseeing packing and dispatching, maintaining inventory, and boosting sales in targeted markets. Highly committed to delivering exceptional customer service in both UAE and Sri Lanka.

## Experience

### Super Crème International

**FZC Sharjah, Dubai  
Nov 2023 – Present**

- Sales Executive in Clothing.
- Consistently proposed and implemented new sales incentives with a consistent focus on Customer Satisfaction.
- Created Customer folders & Load lists with customized logos for each customer.
- Daily data entry into company Stock Control System.
- Introduced New Products launched in market to increase revenue sales. Kept Customers Informed and up to date with the latest products / ranges.
- Achieved Sales Target 40% above Company Monthly Set Target both in Wholesale and Retail.
- Holding manual car driving license & Forklift Driving License in UAE. (License no 764137)

### Super Crème Global

**FZC Sharjah, Dubai  
Jun 2021 – Oct 2023**

- Sales Executive in Clothing.
- Managed and monitored sales.
- Specialized Sales focus on common Brands.
- Implemented Sales Strategies to increase Revenue and ensure repeat orders were made weekly.
- Achieved Sales Target 20% above Company Set Target.
- Focused on Customer Service & Customer Satisfaction.
- Loading and offloading of containers.
- Holding manual car driving license & Forklift Driving License in UAE. (License no 764137)

### Celina Trading LLC

**Sharjah, Dubai  
Jan 2014 – May 2021**

- Warehouse Manager overseeing day to day operations.
- To organize the procurement, sales & distribution of goods.
- Ensure goods are loaded & delivered to the right customers.
- Daily data entry into company Stock Control System.
- Staff training, focus on quality control to ensure customer satisfaction.
- Grading Categorization of Company Portfolio (350 – 500) items.
- Created Customer folders & Load lists with customized logos for each customer.
- Loading and offloading of containers.
- Holding manual car driving license & Forklift Driving License in UAE. (License no 764137)

## **Litro Gas Lanka**

**Colombo, Sri Lanka  
Jan 2011 – Dec 2013**

- Sales Area Executive for “Industrial Gases”. Gases sold included: Nitrogen, Oxygen, and Carbon Dioxide, Helium, Acetylene, Argon & Hydrogen.
- Focused on selling the gases and equipment to increase revenue/profit margins for the Company.
- Generated Sales Map Routes for both Colombo & Ghampaha Districts.
- Achieved Sales Target 40% above Company Monthly Set Target both in Wholesale and Retail.

## **GlaxoSmithKline**

**Colombo, Sri Lanka  
Jan 2009 – Dec 2010**

- Sales Executive in Pharmaceuticals.
- Led and Managed Colombo Districts. Ensured all clients had full supplies of our product range.
- Introduced New Products launched in market to increase revenue sales. Kept Customers Informed and up to date with the latest products / ranges.
- Consistently proposed and implemented new sales incentives with a consistent focus on Customer Satisfaction.
- Achieved Sales Target 30% above Company Monthly Set Target, both in Wholesale and Retail.

## **Samarasinghe Windscreen House**

**Colombo, Sri Lanka  
Jan 2009 – Dec 2009**

- Sales Executive in Vehicle Spare Parts.
- Managed and monitored sales across 25 stores in Sabaragamuwa Province.
- Specialized Sales focus on common Brands ie: Toyota, Nissan, Honda, and Suzuki
- Implemented Sales Strategies to increase Revenue and ensure repeat orders were made weekly.
- Achieved Sales Target 20% above Company Set Target.
- Focused on Customer Service & Customer Satisfaction.

## **Awards**

### **Sales Award**

**GlaxoSmithKline**

- 1<sup>st</sup> Dec 2010: (2<sup>nd</sup> Place) – Awarded for Best Sales Revenue for the Company.

## **Language Skills**

- Proficient in (English) reading, writing, speaking.
- Proficient in (Urdu & Hindi) speaking.
- Proficient in (Sinhala) reading, writing, speaking.

## **Computer Skills**

- Successfully completed Diploma in Computer Studies.
- Well experienced and familiar with MS Office (word, excel, access, power point)

## **Education**

### **Royal College Colombo – 07**

- G.C.E. Ordinary Level (O/L) Examination in 2005 (High Marks with Pass)
- G.C.E. Advance Level (A/L) Examination in 2008 (High Marks with Pass)