



Pradeeparaj Kumaravel

Date of birth: 23/12/1979 | **Nationality:** Sri Lankan | **Gender:** Male |

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Address: Marino Kitchen Building, Al Falah Street, Abu Dhabi, United Arab Emirates (Home)

● ABOUT ME

Highly motivated and results-driven sales professional with 8 years of experience seeking a challenging sales role in a dynamic organization. Proven track record of exceeding sales targets, developing strong customer relationships, and collaborating effectively with cross-functional teams. Skilled in prospecting, negotiating, and closing deals while maintaining a customer-centric approach. Passionate about driving revenue growth and contributing to the success of the company.

● WORK EXPERIENCE

20/11/2014 – 15/11/2022 Abu Dhabi, United Arab Emirates

GROCERY DEPARTMENT IN-CHARGE SPINNEYS SUPERMARKET

- Make sure the assigned section is refilled
- Provide information and guidelines for the staffs
- Scheduling and assigning staffs to the sections
- Check quality and quantity of the products
- Invoice booking, maintaining expiry tracking sheets, and filling documents
- Dealing with customers and make sure fulfill their needs
- Cashiering activities and tally the POS transaction

23/07/2010 – 20/03/2011 Colombo, Sri Lanka

DATA ENTRY OPERATOR IRIS SOLUTION PRIVATE LIMITED

- Receiving phone calls inquiries daily basis
- Providing appointments slots for the patients
- Enter information about patients in CRM
- Make sure clean and safe environment
- Maintaining accurate information and book keeping

30/09/2006 – 20/09/2009 Jeddah, Saudi Arabia

DATA ENTRY OPERATOR GULF CATERING

- Insert customer and account data by inputting text based and numerical information from source documents within time limits
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- Review data for deficiencies or errors, correct any incompatibilities if possible and check output
- Research and obtain further information for incomplete documents
- Apply data program techniques and procedures
- Generate reports, store completed work in designated locations and perform backup operations

● EDUCATION AND TRAINING

11/08/2011 – 06/01/2012 Kotahena, Sri Lanka

DIPLOMA IN INFORMATION TECHNOLOGY Asian computer Education (Private Limited)

Website <https://www.srilanka-places.com/places/csc-asian-computer-education-colombo-01300>

21/02/2012 – 11/08/2012 Colombo, Sri Lanka

DIPLOMA IN ENGLISH LANGUAGE Oxford College of Business

Website <https://www.ocbsrilanka.edu.lk/>

14/05/2003 – 15/11/2003 Wellawatha, Sri Lanka

DIPLOMA IN MS OFFICE IT Solution

Website <https://www.facebook.com/ceylonet/>

06/08/1998 – 18/08/2000 Colombo, Sri Lanka

ADVANCE LEVEL IN POLITICAL SCIENCE Vipulanantha College

Website https://en.wikipedia.org/wiki/Vipulanantha_College

● LANGUAGE SKILLS

Mother tongue(s): **TAMIL**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ARABIC	B1	A1	B1	B1	A1
ENGLISH	C1	C1	C1	C1	C1
SINHALA	C1	C1	C1	C1	C1
HINDI	B1	A1	A1	B1	A1
MALAYALAM	B2	A1	B2	B2	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● DIGITAL SKILLS

Account and Cash handling | Microsoft Office (Outlook, Excel, Word, PowerPoint) | POS | Email | SAP S/4HANA | Social Media | CRM | Typing speed (40wpm)

● ADDITIONAL INFORMATION

TRAININGS

First Aid

Fire extinguisher & Fire Evacuation System

Competent Sales Assistant

Cultural Awareness