

Rannulu Dinesh Seneviratne

Post of all-round Administration

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49/2,Piyarathanarama Road,Dehiwala. Sri Lanka.

# Objective

I look for highly rewarding career where I can use my skills, knowledge and experience for organizational and personal growth.

I’ am seeking a company where I can use my skills and experience to help the company meet & surpass its goals.

# Skills & Abilities

Well local and foreign experienced as sales, warehouse stores management, inventory controlling, administration, organizing skills, planogram design and set up identification in retail giants Landmark Group KSA and Petroleum retailing industry ENOC UAE.

Proven experience in sales support project coordination HSE certified administration.

Proficiency in MS office suite,CRM software and MIS

Availability

Available as soonest for full time upon confirmation.

Date of Birth

28th June 1977 46 years old

Nationality Sri Lankan

Passport No N8457437 (All countries valid up to 20.08.2029)

# Experience

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| Uniferbes Associates, Colombo Worked as sales Executive | 1996.01-1998.09 |
| Jonathans (Pvt) Limited, Colombo Worked as Lab Technician ordering stocks management and front end sales | 1998.02-1999.09 |
| Richard Pieris distributors (pvt) Ltd (ARPICO) | 2000.11-2004.01 |
| Worked as customer service assistant & Supervisor FMCG handling stock takes, administration, cash handling. |  |
| **Foreign Experience 1 KSA** |  |
| **Landmark Group Dorrat Al wadi ltd. KSA** | 2004.01-2006.02 |
| Worked as senior salesman, store supervisor, Assistant manager, Inventory controller warehouse operation furniture & Household, handling stock takes generating mis reports, stock aging reports to management preparing seasonal sales, presentations for the management etc. |  |
| **Abans Ltd LG** Worked as an inventory control executive  Handling inventories of LG branded electronic & electric appliances over 170 branches, generates mis reports ,audit trials reports,monthend reports, stock movement reports, branch operations all island Jvc-Haier brands  Hands on experience in sun system. | 2006.07-2007.03 |
| **Foreign Experience 2 UAE** |  |
| **Emirates & National oil & Petroleum company (ENOC) UAE** | 2007.03-2010.03 |

## Worked as Sit Manager Petroleum retails and c-store operation

Fair knowledge of fmcg products, daily operational suppliers stock ordering

Receiving, stock takes, staff administration including vacation preparation, roasters overtime

Management reports presentations, handling customer complains,

Participated and certified in decanting operations EHS safety operation in petroleum industry.

Hands on experience in Microsoft brio intelligence MS office and centralized payments systems (c-pay)

|  |  |
| --- | --- |
| **Advent Travels**  Currently working as an Operational Director Advent Travels & Rent a car  Front to end operation in Travel & tourism in Sri Lanka.  Total vehicle fleet Operation and maintenance of vehicles.  Fast knowledge of vehicles maintenance and repairs operation. | 2010.04-2024 |
| **Holding International driving license 23 years’ experience** |  |

# Education

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| --- | --- |
| Passed GCE O/L Royal College Panadura 1993 Sat for GCE A/L in bio science 1996  **Followed diploma in English Aquinas College of higher studies 1999**  **HSE certified in Dubai UAE**  **Food handling certified Dubai UAE** |  |

# Communication

Excellent communication & Interpersonal skills.

Written and verbal communication skills in English Language.

Confident professional speaking abilities and experience.

Public speaking presentation and negotiation skills.

# Leadership

Excellent in management skills, problem solving skills, decision making skills

I do hereby certify that the above mentioned particulars are true & accurate to the best of my knowledge.

Rannulu Dinesh Seneviratne