



nalans701@gmail.com



+971 568247962



Deira, UAE



1987-01-06



Srilankan



Democrtic Socialist Republic  
Of Srilanka

## EDUCATION

Bachelor of Arts  
**Eastern University Of  
Srilanka**, Batticaloa, Srilanka

- Focus on [Area of study]
- Academic honours in [Subject]

Master of Arts: Economics  
**University Of Peradheniya**,  
Kandy , Srilanka, October 2022

- Focus on [Area of study]
- Course of study in [Area of study]
- Graduate with [Degree]
- Honours Degree

Post Graduate Diploma In  
Education: Teaching Purpose

# NALAVENTHAN SAKKUNAN

## PROFESSIONAL SUMMARY

Loyal employee with solid understanding of training and mentoring employees.  
Dedicated team player, proactive and hands-on in task completion.

## SKILLS

- Consumer insight analysis
- Retail buying
- Promotional activity planning
- Store maintenance
- Merchandising expertise
- Friendly and outgoing
- Risk reduction strategies
- Merchandising
- Cash management
- Customer service

## WORK HISTORY

August 2023 - Current

**Spinneys Dubai LLC - Merchandiser**, UAE

- Analysed sales to identify top-performing products.
- Managed inventory to secure high-performing seasonal collections in line with customer demand.
- Improved displays and installed POS tailored to individual store features.
- Replenished key ranges to achieve strong stock availability.
- Coordinated in-store displays according to promotional plans outlined by vendors.
- Produced attractive signage for products, offers and sales promotions.
- Assessed inventory to identify restocking needs and minimise shortages.

December 2022 - April 2023

**Seashore Engineering Consultant. - Document controller**, Al hoor, Qatar

- Coordinated Electronic Document Management System (EDMS) with strong technical knowledge.
- Trained team in document control and records management best practices.
- Produced document progress reports for senior managers.
- Organised, filed and stored electronic and physical files to maximise traceability.
- Created and completed critical company documents in line with best practices.
- Shared documents at key times to facilitate timely project completion.
- Stored documents using cloud-based systems to drive efficiencies.

July 2017 - November 2022

**National Institute Of Education**, Colombo, Srilanka,  
November 2019

- Focus on [Area of study]
- Honours Degree

Diploma of Higher Education  
**Institute Of Supply and Material Manegement.**,  
Colombi, Srilanka, 2011

- Coursework in [Subject]

Diploma of Higher Education:  
Diploma In Human Rights  
**University Of Peradheniya**,  
Kandy , Srilanka, September  
2010

- Completed [Type]  
Qualification
- Coursework in [Subject]

## LANGUAGES

**Tamil** Native

**English** C1

Advanced

**Hindi** B1

Intermediate

**Srilankan Government - Teacher**, Nuwaraeliya, Srilanka

- Boosted student success by maximising individual learning, balancing group and individual instruction models to accommodate different academic levels.
- Set up lesson materials, bulletin board displays and demonstrations.
- Worked with other teachers and administrators to evaluate and revise elementary school programmes.
- Developed programme to work with students and increase interest in higher learning.
- Planned and organised classrooms that consistently facilitated positive learning experience.

June 2016 - July 2017

**Commercial Credit PLC - Business development executive**, Nuwaraeliya, Srilanka

- Strategised with sales teams to prospect and qualify potential customers within assigned geographic territories.
- Developed and implemented value-adding strategies to increase product and service profitability.
- Managed profitable portfolios of [Number] accounts.

October 2012 - April 2016

**Childfund Srilanka - Program officer**, Nuwaraeliya, Srilanka

- Evaluated programme outcomes against predefined objectives, providing insights for future planning.
- Established consensus across diverse stakeholder group for alignment with programm
- Coordinated program initiatives, aligning project activities with organisational goals for streamlined execution.
- Monitored project budgets, scrutinising expenditures and recommending cost-effective measures.
- Prepared strategic and communications plans for fundraising activities.

February 2007 - July 2008

**Peoples Bank - Trainee accountant**, Nuwaraelia , Srilanka

- Supported bookkeeping activities to maintain accurate and up-to-date records.
- Built solid working relationships with clients using exceptional communication skills.
- Lent a hand with ad-hoc reporting and file management.