

Vinoj Suranga

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Date of Birth – 12-Sep-1992

Dubai, United Arab Emirates.

+971505207160

Professional Summary

Dedicated Sales & Customer Service Individual with a strong drive. Expertise in Customer Service, Sales & Warehouse Operations. A proactive and goal-driven individual who effectively supports warehouse manager, overseeing packing and dispatching, maintaining inventory. Highly committed to delivering exceptional customer service in both UAE and Sri Lanka.

Experience

Celina Trading LLC

Sharjah, Dubai
Mar 2022 – Present

- To organize the procurement, sales & distribution of goods.
- Ensure goods are loaded & delivered to the right customers.
- 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.

Maliban Transport Service

Colombo, Sri Lanka
Jan 2010 – Feb 2022

- Drive passengers to & from their destination.
- Keep the vehicle clean & presentable.
- Provide excellent service to passengers.
- Perform minor vehicle maintenance.
- Keep time management.

Language Skills

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

Education

- G.C.E. Ordinary Level (O/L) Examination in 2008 (Pass)