



SUNETH MENDIS

OPERATIONS IN-CHARGE

CONTACT DETAILS

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ABOUT ME

Experienced Operation In-Charge at Landmark Group - Center point with over 4.5 years of expertise in managing inventory operations. Responsible for ensuring stores adhere to the right processes to maintain inventory accuracy. Leveraging advanced inventory management tools to optimize stock control, reduce discrepancies, and enhance operational efficiency. Committed to driving accuracy and efficiency in inventory processes to support business success.

PERSONAL DETAILS

Date Of Birth : 22nd Jan 1983
Nationality : Sri Lankan
Visa Status : Residence Visa
Marital Status : Married

EDUCATIONAL QUALIFICATIONS

- G.C.E. Ordinary Level - Examination in 1998
- G.C.E. Advanced Level - Examination in 2002

SKILLS

- Leadership
- Listening skills
- Problem solving
- Quick Learner
- Adaptability
- Analysis
- Time Management
- Logistics Coordination
- Inventory Management
- Operations Planning
- Interpersonal skills
- Performance Metrics
- Inventory Management
- Budgeting and Forecasting

IT SKILLS

- MS Office
- Oracle
- ER Application
- Sahla Application
- RFID

WORKING EXPERIENCE

OPERATIONS IN-CHARGE

Centrepont Landmark Group, Dubai.

From SEP - 2020 to PRESENT

- Handling goods movement of 8k per day to cover store trade of 300K SPD.
- Ensure store adhere to the right processes to maintain inventory accuracy
- Monitored Goods in Transit (GIT) and ensure timely reconciliation.
- Manage staff weekly Rota plan, annual leave plan considering trade events for smooth day to day business run.
- Responsible as duty manager to handle customer feedback, visitors & store facility concern for smooth run of store.
- Working in collaboration with operations & brands team on weekly trade compliance i.e., Consolidation – IST & RTW to support business for busy trade days by ensuring accurate stock cover.
- Executing all events & promotions & its call-out as per trade calendar.
- Responsible for managing stock accuracy by executing annual stock take plan bi-annually. Managing Monthly & weekly PI & RFID count to accurate store inventory.
- Responsible for Staff training & Development by analyzing skills and capabilities among team.
- Omni management–Managing highest C&C orders in territory including store pick & pack i.e., SVI.

DEPARTMENT IN-CHARGE

Babyshop - Landmark Group, Dubai

From FEB - 2010 to AUG - 2020

- Maintained stocks on the sales floor.
- Analyze the sales & maintain the top selling product always on the display.
- Team briefing, Acting store manager in his/her absent
- Merchandising, preparing end-of-day reports & updates with team.
- Maintained the SOP for Barometer of Excellence audit.
- Assist customers with their needs help, suggestive selling, add on selling.
- Preparing Sales and Stock reports (Daily, WTD, MTD & YTD)
- Stock efficiency report by product and brand weekly

SALES REPRESENTATIVE

Babyshop - Landmark Group, Dubai

- From FEB - 2009 to JAN - 2010
- Greet and direct customers
- Provide accurate information (e.g. product features, pricing and after- sales services)
- Answer customers' questions about specific products/services
- Conduct price and feature comparisons to facilitate purchasing Cross- sell products
- Ensure racks are fully stocked
- Manage returns of merchandise
- Coordinate with the Retail Sales Representatives team to provide excellent customer service (especially during peak times)
- Inform customers about discounts and special offers
- Provide customer feedback to the store manager.
- Stay up-to-date with new products/services

DEPARTMENT IN-CHARGE

Centrepont -Saudi Arabia, Riyadh

From JAN - 2007 to DEC - 2008