**CURRICULUM VITAE**

**PERSONAL INFORMATION**

* Full name: Shamani Seneviratne
* Address: Al Nahda Sharjah, Ahmed Kamal Building
* Tel: 050 252 7235
* Email: shami12300@yahoo.com
* Nationality: Sri Lankan
* Sex: Female
* Marital status: Married
* Date of Birth: 25/04/1987
* Place of birth: Matale, Sri Lanka

**PROFILE**

I am an enterprising young professional intending to continue my development as a Sales executive. In terms of results and objectives, I am enthusiastic and determined, and I work with decisiveness and conviction. I have a proactive attitude and find positive ways to stimulate and engage with people.

**EDUCATION AND TRAINING**

* GCE O/Level and GCE A/level performed in English medium at BMS College, Matale, Sri Lanka. (Average grade: A)
* Diploma obtained in MS office and MS word from Al Karama Language centre, Satwa.
* Driving Licence obtained from Emirates Driving Institute.

**EXPERIENCE**

2011-2020 (10 years): Sales executive at Al Tayer Beauty, Dubai, UAE.

**Various perfume brands handled, such as:**

* Bulgari
* Fendi
* Jimmy Choo
* Hermes
* Christian Dior
* Giorgio Armani
* Carolina Herrera

**JOB RESPONSIBILITIES**

* Updating sales records in Microsoft Excel sent to me by the store manager.
* Making sure that the sales target for each month is met.
* Informing the store supervisor if the perfume stock is not updated.
* Making sure that the store merchandise is organised properly.

**\*\*References are available upon request.**

**PERSONAL SKILLS**

* I am very timely to work, organised and well groomed.
* I cooperate well with all my managers, supervisors and team members and respect their cultural differences.
* I am enthusiastic and dedicated about making sure that the sales revenue target is met each month.
* I am very compassionate, patient and selfless towards my customers and make sure that all their needs are met and that they are satisfied with the products they buy.
* I am very fluent in English, and have great communication and persuasion skills.
* I am very outgoing and friendly.

**PERSONAL INTERESTS**

* Swimming, reading and dancing.