Hi,

I wish you a pleasant day.

Please find attached cv to apply for any suitable job openings via your reputed organization.

Precently  I am in sri lanka looking for job. I have nearly 12 Years of working experience in various business sectors, mostly in sales and Hospitality, which created enthusiasm to place a proposal to the new and challenging career path via lob jobs. I do have very good command in English and i have been fallen in several business trinings where i gained skills to be self-motivated personslity. Therefore, I am very confident to exhibit the driving force that I have collected through my career and above all I would say 'you may rely on me'.

I hope this introduction would find you well. Looking forward  to hear from you if my CV fits enoenough with any opportunities at your end.

I Apologise for any inconvenience this mail may cause and thanks for your time to read this request. Have a nice day.

Best regards

Jenis.

[0757294141](tel:0757294141) .

**RESUME**

**JenisShahulHameed**

Mob: (+971) 503185105l E-mail: [jansjoy4@yahoo.com](mailto:jansjoy4@yahoo.com)

**Objectives**

Seeking a challenging position wherein my academic skills and experiences can be extensively exhibited. Nearly 12 years of work Experiences in various business sectors. Played in Data entry, Administration, Optical sales and Show Room- Back office Management (Optics). Excellent contributions were made in supporting with Management, Accounting, Analytic and Logistic business parts that drives my career so far smoothly and created optimism to meet any challenging business scenario. This long career-path sounds to give a word confidently that, “You can rely on me with any role which finds this CV fit-enough at your respected organization.”

**Key Skills**

* Computer knowledge (Excellent MS Office Knowledge)
* Excellent Communication Skill
* Appropriate Problem Solving
* Order Processing and Stock Maintenance Data Entry
* Pleasant Demeanor and Hard working
* Understanding and proper delivering Skill
* Professional Customer Service
* Document control / Admin support
* Ownership Skill / Self Motivated
* Filling and Data Archiving
* Logistic, Back office Management
* Sales and business Development
* Stock Inventory
* Electronic / Online application process
* Bottom line Profit of the store

**Experience**

**Optical Consultant (Level 2) at Vision Express, Qatar (from Jan, 2010-Jun, 2014)**

* The Main focusing object is Sales and Hospitality. (Worked with a high-end professional customer Service environment wherein I am well trained to obtain Company's standard operational procedure.)
* Played an active role in Store's Management, Sales Progress, Accounting, and Sales figure Analyzing (Crystal Report)
* Preparing store related Various MS Power point Presentations
* Updating Suppliers invoice to the system (Goods Receiving Notes)
* Stock Inventory (Physical and Electronic)
* Preparing weekly Monthly and yearly sales statistical reports in order to report to Higher Management
* Preparing Staff Rota according to business needs and various other sorts of works.

**Sales Representative at ALLI FOOD Company Pvt. Ltd, Sri Lanka (From Mar,2008 to Feb, 2009)**

* Marketing Company Products in subjected areas
* Tracking and Maintaining Sales Documents and reports
* Verifying customer's inquiries in order to report for the company’s higher Management
* Taking full responsibility of Customer's Cash and Cheques deal
* Taking an active involvement in Customer relations in order to provide the maximum service

**Administrative Assistant at Saudi Aramco Oil Company, Saudi Arabia (From Jan, 2005 to Nov, 2007)**

* Excellent contributions were made in forming up contracts, budget, operating plans, recreational activities and other sorts of works
* Prepared many detailed power point presentations to convince the corporate management for adopting some certain new programs for company employees and their dependents
* Assisting department, division and unit heads in preparing various administrative works
* Electronic / Online Applications process
* Preparing business correspondences and reports to the higher management, contractors and clients
* Review and tracking of contractors invoices via **SAP**

**Data Entry Operator at Colombo Distributor.(Distributor for UNILIVER Sri Lanka Ltd.) (From Jan. 2002 to Nov, 2004)**

* Updating Daily Sales to the FINAC System **(SAP Product)**
* Cross check & Sending data to the Head Office daily Basis via Company Intra-net.
* Maintaining Daily Stocks through Stock Control system for Next Days Pre-sales and Delivery
* Verifying shortages of stock Keeping Units (SKU) to maintain accurate Stock
* Verifying customer’s inquiries in order to report for company’s higher Management
* Assisting for further administrative activities related to the function of Distributor
* Assisting to Banking and account related activities of Distributor

**Education**

* Diploma in Computer Science (Dip. DCS)-2002 at IABM (International Academy of Business Management), Sri Lanka
* General Certificate of Education - Advance Level (GCE A/L) 2001, Sri Lanka
* General Certificate of Education – Ordinary Level (GCE O/L) 1998, Sri Lanka
* Diploma in Quantity Surveying (Dip. QS) at Eastern Technical Development Institute – Sri Lanka

**Career CertificationCourses**

* Vision Correction and Category Customer Service at Johnson and Johnson Middle east – Dubai 2011
* Anatomy of the Eye and Category Customer Service at Johnson and Johnson Middle East – Dubai 2012

**Personal Data**

Date of Birth :- 20th July 1982

Nationality :- Sri Lankan

Marital status :- Single

Permanent Address :- 137 A, Sailan Road,

Kamunai,

Sri Lank

Languages known :- English, and Tamil

Passport # :- N5237931

Current Location :- Sri Lanka

I hereby declare that the above mentioned particulars are true and correct to the best of my knowledge.

**Jenis Shahul Hameed.**