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**Shanmugaraj Premkumar**

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**Mobile: +94719376160**

**Address:** 19, Hatton Road, Maskeliya, Srilanka

**CAREER OBJECTIVE**:

Contribute to a dynamic growing organization where my strong analytical, interpersonal skills and hard work will have a significant impact. The optimal position will provide professional growth and opportunities to contribute.

**WORK EXPERIENCE**:

**Guest Relations officer - River View Wathsala Inn. [October 2012 – December 2013]**

* Handling the walk-in customers
* Monitoring the waiting and serving time of the customers on the floor
* Attending to customer inquiries
* Sole Responsible for the Reservations & Bookings Made by customers.

**Sales Representative- MAHO Distributor of Pepsi Beverages [July 2010 - September 2012]**

**TIRRIS Instant Food Products [December 2008 – May 2010]**

* Promoting The New products & offers to Customers
* Handling Stock Maintains
* Maintaining good customer services
* Build personal relationship with clients

**Junior Assistant Clerk - Luccombe Tea Plantations (pvt) Ltd.**

* .Data entry for daily basis of tea production
* .Inventory management
* Reporting to superior on time of ongoing tea production
* Salary preparation for labors and Staffs

**EDUCATIONAL QUALIFICATIONS**

Passed GCE Advanced Level Examination 2005- Commerce [**Hindu National College – Colombo 04**]

**SUBJECT GRADE**

Economics S

Business Studies S

English C

General Common Test 055

Passed GCE Ordinary Level Examination 2002- [**School- St. Joseph’s T.M.V Maskeliya**]

**SUBJECT GRADE SUBJECT GRADE**

Science C Social Studies B

Mathematics C Tamil Literature B

Religion [Saivism] A Geography S

Tamil Language A Agriculture S

**SKILLS:**

Excellent command of English, Tamil& Sinhala.

Proficient in Microsoft office programs, especially excel, word, outlook.

Excellent customer service and communications skills.

Outstanding ability to resolve customer problems effectively.

Ability to Work Long hours & Shift Basis.

**PERSONAL INFORMATION:**

***Date of Birth*** 20 *January 1987*

***Marital Status*** *Single*

***Nationality*** *Sri Lankan*

***NIC NO*** *870203314V*

I hereby declare that the above information is correct and true to the best of my knowledge and belief.

S.Premkumar