



KASUN WIJEWARDANA

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Summery

Accomplished Assistant Store Executive with 3 years of managerial experience in a retail setting. Areas of expertise include sales, people management, and customer service. Focus on exceeding sales goals and developing a large customer base. Currently expect to be a part of a progressive organization and work in a challenging environment that provides the best opportunities to grow and utilize my potential for the fullest.

Professional Qualifications

- Certificate in Accounting and Business at Institute of Chartered Accountants of Sri Lanka
- Completed Executive level of Chartered Accountancy at Institute of Chartered Accountants of Sri Lanka

Skills

- Leadership
- Communication
- Detail-oriented
- Problem solving
- Team work
- Customer Service

Personal Details

Name in Full: Kangara Pathirannahalage Kasun Nirosha Wijewardana

Date of Birth: 09.04.1993

Nationality: Sri Lankan

Civil Status: Single

NIC No: 931001930V

Passport No: N9443868

Experience

Retail Operation Executive

JAYKAY MARKETING SERVICE (PVT) LIMITED
(KEELLS SUPERMARKET CHAIN) SRI LANKA
2019 - 2022

- Responsible for monitoring day-to-day operations and store appearance
- Accountable for ensuring health, safety, and satisfaction of customers & staff
- Responsible for troubleshooting any problems that could arise or reported
- Coordinated activities of staff for maximum efficiency
- Monitored the standards and staff performance
- Initiated new ways to reduce unnecessary costs
- Attended to customer complaints and took necessary action to avoid repetition of such occurrences
- Advising the department supervisors on their staff needs and issues
- Was attentive to grooming the staff to increase the relationship with customer

Education

Bachelor of Business Administration (Marketing) Special - 2019

UNIVERSITY OF JAFFNA, SRI LANKA

General Certificate of Education (GCE) Advanced Level - 2013

DUDLEY SENANAYAKE CENTRAL COLLEGE
THOLANGAMUWA
Accounting – A, Business Studies – A
Economics - B

General Certificate of Education (GCE) Ordinary Level - 2009

DUDLEY SENANAYAKE A.M.V MIRIGAMA
Buddhism – B, Mathematics – B, History – B,
Commerce – B Science – C, Agriculture – C,
Sinhala – C, English - C (2016), Arts – S