

# SAHAN MILINDA RAJAPAKSHA

Al Sathwa, Dubai, U.A.E.  
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## OBJECTIVES

Grow and develop in a dynamic environment as a Sales Executive. Increase sales and customer base to achieve company's sales objectives and stay ahead of competition as well as to work in pragmatic way in an organization where I can show my talent and enhance my skills to meet company as well as personal goals and objective with full integrity and zest.

## SUMMARY OF QUALIFICATIONS

- Recognized for determination in setting and achieving sales goals and exceeding targets
- Proactive and results-oriented sales executive – acquired vast knowledge of market trends and broad set of sales skills throughout career

## IT SKILLS

- General office related products include MS Word, Internet Explorer and Email, as well as a variety of in-house POS and TAB systems.
- Very good knowledge and skills on latest computerized systems & cashier handling machines.

## Education Qualifications

- 2010 G.C.E. Advanced Level Examination – Passed with positive outcome.
- 2007 G.C.E. Ordinary Level Examination – Passed with positive outcome.

## Employment History

### **Holiday Inn Express Dubai Airport (InterContinental Hotels Group)**

Currently I'm working as a Front office Runner in Holiday Inn Express Dubai Airport Hotel (IHG)

### **Secure Parking Car Park Management LLC. 2018 – 2020 Cashier**

I have one and half year experience as a Cashier in Secure Parking Car Park Management LLC, City Walk branch, Dubai.

### **Hotel Heritance Kandalama 2012– 2014 food runner.**

I have 2 year Experience as a food runner in Heritance Kandalama Sri Lanka.



### **Singer Sri Lanka (PLC) | 2010 – 2011 Merchandiser**

#### **Key Responsibilities:**

1. listening to customer requirements and presenting appropriately to make a sale
2. To discover new and lucrative markets
3. To find new customers
4. To keep relations with old customers intact, and if possible, take them to better heights
5. To analyze current market trends
6. To negotiate deals and delivery dates
7. To represent the company at trade and business fairs
8. To present details of new and upcoming products to all customers



**JANASHAKTHI**  
INSURANCE

### **Janashakthi Finance | 2011 – 2012 Customer Service Representative**

#### **Key Responsibilities:**

1. Communicated with customers daily
2. Cash handling
3. Assisted customers with inquiries and provided Conveyed information clearly and accurately
4. Build rapport and trust quickly with clients and co-workers
5. Trained both new and existing personnel in company customer service protocol

6. Analyzed problems and anticipated customers' needs
7. Recognized for delivering quality service and products and for developing loyal customers, resulting in impressive sales
8. Researched requests, checked availability, and, if necessary, recommended alternative products
9. Handled customer inquiries and complaints

### Personal Profile

**Full Name** : Sahan Milinda Rajapaksha  
**Date of Birth** : 8th August 1991  
**Gender** : Male  
**Civil Status** : Single  
**Nationality** : Sri Lankan  
**Visa Status** : Employment – a copy visa can be provided on request.

### Language Skills

English (Excellent in written, Spoken and Comprehension) Sinhala  
(Mother Tongue)

### Reference

Provided on request.

I do hereby certify that the above particulars are true and correct to the best of my knowledge. If I will be selected for this post, I will render my service at best of my ability.

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Date

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Signature