



Cleonie Vanderwall

Objective

To gain experience and exposure of the dynamic environment of a well reputed organization to expand my abilities and face new challenges with a view of development and learning.

Experience

ITP Media Group

2nd September 2019–February 2020

Procurement Assistant

- ✚ Reaching out to suppliers on discussing requirements for events.
- ✚ Creating IPOs for each supplier individually.
- ✚ Liaising with finance for PO approvals
- ✚ Maintaining the suppliers list in the company.

Forever 21 – Sharaf Retail

26th Feb 2012–20th Feb 2015

Sales Associate & Trainee – Accessories & Visual Merchandiser

- ✚ Updating the sales figures on the system and generate reports as per the requirements for data analysis and forward planning.
- ✚ Assist with sales requirements during peak times.

23rd November 2016–20th February 2019

Senior Sales Associate

- ✚ Managing retail staff with their day to day activities in accordance with the company policies and procedures.
- ✚ Ensuring commercial performance of the store by increasing its sales turnover and maximizing profitability & role model for customer service and meeting or exceeding customer expectations.
- ✚ Role model for cashier operations and completing sales transaction quickly and accurately while adhering to cash protection procedures.



Dubai
UAE



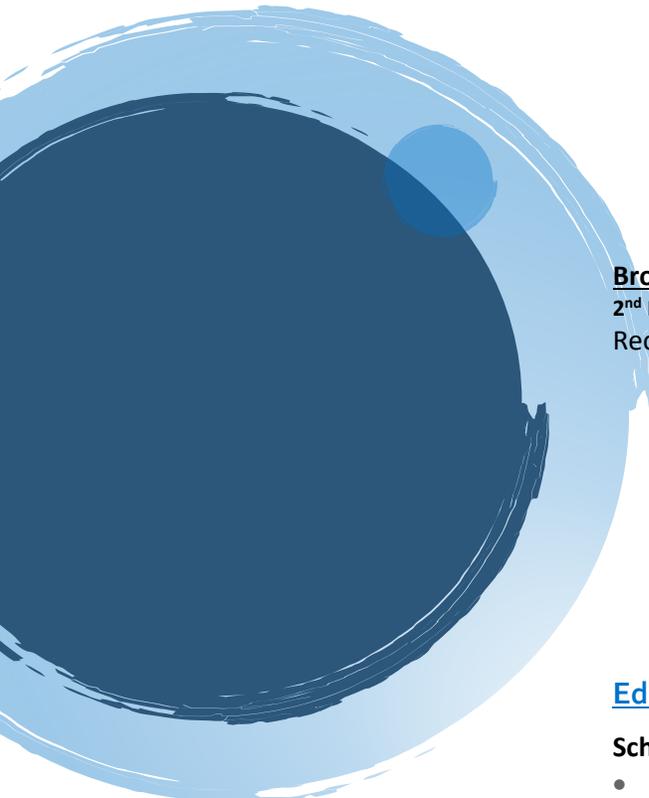
+971 553565848



cleonie92@yahoo.com



Female, Age 28 (Married)
Sri Lankan,
On Spouse Visa



Browns & Company, Sri Lanka

2nd March 2011–30th Jan 2012

Receptionist

- ✚ Welcoming customers by greeting them in person and telephone.
- ✚ Providing basic and accurate information in person, telephone and email.
- ✚ Recording and sorting daily deliveries and couriers that receives from telephone and email.
- ✚ Assisting the HR Team with recruitments and interviews.

Education

School: Holy Family Ladies College, Sri Lanka

- Successfully completed GCE Ordinary Level Examination – 2008

Flex Advertising Institute, Sri Lanka

- Successfully completed a course in Graphic Designing – 2009

WinSys Institute, Sri Lanka

- Completed Training in Microsoft Office (Word, Excel, PowerPoint & Outlook)

References

[Available upon request.]

