



Milshanie Ratnayake

No. 465/5,
Weli Para,
Thalawathugoda – Sri Lanka.
0094-711992477. milshanie@gmail.com

Attributes

Service Oriented Sales Associate with five years retail experience in Qatar and Sri Lanka.

Excellent customer care and interpersonal communication skills. With thorough understanding of administration. Ability to perform with precision and confidence under pressure. Efficient and accurate in task handling. Able to learn new tasks fast. Ability to adapt to different environments and systems. Represents the establishment with a professional demeanor at all times.

Work Experience

Al-Ghurair Retail – Springfield - Qatar

Store In-charge, 2015 – to date

Springfield City Center Branch

- Handling the administration, banking and financing of the Springfield City Centre branch
- Overlooking, problem solving and coordinating with management and parallel departments
- Overlooking all visual merchandising and in-store promotional activities of the products
- Overlooking all tasks of the branch
- Liaising and communicating directly with customers

Sales Associate, 2014 - 2015

Springfield City Center Branch

- Ensure high level of customer satisfaction through excellent sales service
- Maintain in-stock and presentable condition on assigned areas
- Cashiering sales transactions as well as refund and exchange.
- Maintaining the stores appearance in a neat and tidy manner
- Merchandising, instore branding and dressing up mannequins

Exclusive Lines (PVT) – Sri Lanka

Beauty Advisor and Sales Executive, 3 Years

Lancôme Paris Cosmetics & Perfumes , Crescat Boulevard Branch – Sri Lanka.

- Exclusive manager of Lancôme Paris, product line at Exclusive Lines (only authorized agent of the product in Sri Lanka)
- Promoting and managing promotional activities linked to the brand
- Overlooking all tasks related to the product line

- Liaising and communicating directly with customers

Education

High School Graduate

- Passed G.C.E O/L Examination (1998)
- Distinction in English
- Followed a Basic Course in Microsoft Office

Skills

IT and Language Proficiency

- Microsoft Office
- Basics of Graphic Designing
- Excellent Command of English Spoken/ Written

Personal Information

Name

- Paliwadana Arachchige Milshanie Shamila Perera Ratnayake

Name in Use

- Milshanie Shamila Perera Ratnayake

Current Address

- No. 465/5, Weli Para, Thalawathugoda – Sri Lanka.

Mobile No.

- 0094-711992477

Email

- milshanie@gmail.com

Sex

- Female

Date of Birth

- 08th March 1981

Age

- 36 Years

Nationality

- Sri Lankan

School Attended

- St.Paul's Girls School, Milagiriya, Sri Lanka.

Civil Status

- Married

Religion

- Roman Catholic

Non Related Referees

Mr. Ronald Tupaz
Store Manager
Springfield City Center, Qatar
Mobile No. 00974-66486813
Email: axe_clarck@yahoo.com

Mr. Dilhan Peiris
Director
3Ddym – Sri Lanka
Mobile No. 077 3614484
Email: info@3ddym.net

I hereby certify the forgoing information is accurate to the best of my knowledge.

M.S.P.Ratnayake.

12th January2018