



# **Curriculum Vitae of Manori Wijesekara for Merchandiser Post**

[manoriachini@gmail.com](mailto:manoriachini@gmail.com)

**Mobile : +9477-7068321**

Manori Wijesekara,  
246/1/D , Udara Mawatha,  
Pahalakaragahamuna,  
Kadawatha. (+94) 77-  
7068321  
[manoriachini@gmail.com](mailto:manoriachini@gmail.com)

Dear Sir/Madam,

**FORWARDING RESUME OF MANORI WIJESEKARA FOR “MERCHANDISER” POST.**

I'm submitting my resume to express my strong desire to be considered for the position of “Merchandiser Post” being offered by you. I fully believe I'm qualified to fill the position and make great contributions to encourage the growth of organization. A brief review of my career working experience will reveal what I can contribute to your organization.

I am 24 years old with a total working experience of 4 years, summarized as Trainee merchandiser for 6 month, as assistant merchandiser [Development and Production Sampling] for 1 year, Merchandiser [Purchasing /Sampling/Production] for about 2years and 6 month since starting the merchandising career.

**Now I'm working in HELA CLOTHING (PVT)Ltd. As a Merchandiser and Previously I'm working at EAM Maliban Textiles cooperate head office (Sri Lanka) where handling “Tommy Hilfiger Men's-Women's Woven Bottoms / Brooks Brothers Men's - Kids Bottoms / Lucky Brand Men's Casual wears, Tesco (F&F) Kids Casual Wear ” accounts as a “ Development and Production Sampling Merchandiser” since 2014.**

During my carrier period, I have learned much value of teamwork & commitment, how to win, how to work hard, how to concentrate and focus on goals, and how to balance my time and priorities. The passing years offered me a good chance to give full play to my creativity, intelligence and diligence.

Thank you very much for reading my CV spending your precious time & I have been looking forward your response!

Faithfully,

Manori Wijesekara.

# MANORI WIJESKARA.

246/1,D,UDARAMAWATHA,  
PAHALAKARAGAHAMUNA,  
KADAWATHA.

Mobile: 94-77-7068321



## Career Objective

To be a professional in the field of apparel manufacturing by joining with a leading company where I can pursue a rewarding career and nurture it using my experience, knowledge and creating abilities & improving my leadership & team work skills. To serve a well-esteemed organization in a challenging role which will enable me to significantly add value to achieving its higher level corporate objectives, short and long term goals whilst building a sustainable long term relationship.

## Personal Strength

I am a person who welcomes challenges and always work in to a time line meeting deadlines on time. This makes me more energetic in waiting for the next challenges.

## Personal Profile

- Full Name : Manori Achini Wijesekara
- Date of Birth : 7<sup>th</sup> August 1994.
- Age : 24 years
- Gender : Female
- Civil Status : Single
- Nationality : Sri Lankan
- NIC # : 947201344V

## Academic Educational Profile

- General Certificate of Education Ordinary Level Examination 2010 – Department of Examination Sri Lanka.

Mathematics – Credit Pass  
Buddhism – Credit Pass  
Business & Accounting Studies - Ordinary Pass  
Information Technology – Credit Pass  
Pass English Language – Credit Pass

Science & Technology – Credit Pass  
History – Ordinary Pass  
Drama and Theater – Ordinary Pass  
Sinhala Language & Literacy – Credit

## Professional Educational Profile.

- ❖ Now I flowing Diploma in Fashion Design & Product Development in Sri Lanka Institute of Textile and Apparel (SLITA)
- ❖ Certificate in Merchandising Management in Sri Lanka Institute of Textile and Apparel (SLITA) - 2017
- ❖ Diploma course in Information Technology - Esoft Institute (2011).
- ❖ Certificate in Spoken English and Grammar Course - American College of Higher Education (2011).
- ❖ Certificate in Spoken English - Lanka English Academy (July 2005)
- ❖ Certificate in Computer Hardware Course - Viharamaha Davi Balika Vidyalaya Kiribathgoda (2010).
- ❖ Certificate in Visual Basic 6.0 Course - Viharamaha Davi Balika Vidyalaya Kiribathgoda (2010).

## Career Profile – Trainee Merchandiser / Assistant Merchandiser / Development Merchandiser and Merchandiser (Since Jul 2014 – Oct 2016.)

- Company : **EAM Maliban Textiles (PVT) Ltd (Cooperate Head Office)– Sri Lanka**

I had been engaging in EAM Maliban Textiles since in 2014 July for over 2 ½ years up to 2016 November as “Trainee Merchandiser / Assistant Merchandiser / Assistant Development Merchandiser and Merchandiser”. Especially I have been handling Tommy Hilfiger Men’s /Women’s bottoms, Brooks Brothers Men’s Kids’s Bottoms, Lucky Brand Casual Wears.

### Job Responsibilities: Merchandiser

**Product Development** –Directly working with Lucky Brand & Brooks Brothers Product development coordinator and Garment Technician.

Have to conduct proto meetings with internal departments after proto launch, to order fabric and trims ensuring on time delivery, follow up sampling process and to delivery sample on time to customer while ensuring quality.

- ✓ Develop Lab Dips and get approvals from buyers
- ✓ Fabric Test Reports and Bulk dye lots approval follow up.
- ✓ Bulk Fabric, Pocketing and Waist Band PO raising and payment arrangement.
- ✓ Forwarder nomination for bulk goods and coordination.
- ✓ Ex-mill/Ex-factory to in-house follow-up.
- ✓ Prepare order costing sheet & analyze with merchandising manager
- ✓ Coordinating with washing plant to get the goods on time.

- ✓ Handling and overlooking all pre-production samples [Prot/Fit/PP/Wash/SMS/GPT] and post production samples [TOP/ Production pulls]
- ✓ Sample Fabric booking and Imports.
- ✓ Sample trims booking and imports
- ✓ Wash developments and Wash finalization
- ✓ WIP and pre-production reports handling and coordination.
- ✓ Tech pack handling and tech pack updates [BOM and constructions PP sample approval

*Job Responsibilities: Development Merchandiser for Tommy Hilfiger Men's Bottoms*

- ✓ Receiving the Tech packs /BOM from the buyer & go over the all the details.
- ✓ Checking the fabric / Pocketing / interlining and Trims availability. In case new requirement, then Develop Fabrics and Accessories to commence development sample route.
- ✓ Negotiate with suppliers to check & ensure price / lead time & other facts of accurate information as well as for the costing purpose.
- ✓ Prepare order costing sheet & analyze with merchandising manager.
- ✓ Follow up the sample route step by step from pattern to pack.
- ✓ Send the sample via courier.
- ✓ Get comments from buyer.
- ✓ If approved, finalize the Tech Packs with all the constructions and Spec sheet.  
Once styles landed, hand over all development details / reference samples to bulk merchandising team.

## **Career Profile – Product Development Merchandiser (Since Oct 2017– Up to now)**

Factory: Hela Clothing (Pvt).Ltd (Cooperate Head Office) – Colombo 05, Srilanka

I have been engaging in Hela Clothing (Pvt). Ltd. 2017 October up to now, as

“Development merchandiser”. Especially I have been handling Tesco Kids Casual Wear styles independently.

## Extra- Curricular Activities

- ✓ Member of the Information Technology Society during period (2005-2010)
- ✓ Participated the Provincial school Education Software Competition 2008
- ✓ Senior member of the School, Weston band during period (2005-2010)
- ✓ Participated the all Island School games 2009 (Diploma)
- ✓ Participated the Mahanama College Band Fiesta in 2010
- ✓ I'm Captain the school hockey team (2005-2008)
- ✓ I have also participated in the global youth hockey camp in 2005

## Computer Literacy & English Language

- ✓ I can work perfectly with MS office application package (Word / Excel /Outlook) and Adobe Photoshop.
- ✓ Fluent in Sinhala and English Languages

## Non Related Referees

Mr.Amila Costa  
Senior Merchandising Manager  
EAM. Maliban Textile (PVT) Ltd.  
Colombo 10  
Tel: 0768370784 (Office)

Udeni Serasingha  
Commodore  
Sri Lanka Navy  
Colombo 01  
Tel: 0773721167

I hereby certify the particulars furnished by me above are true and accurate to the best of my knowledge.

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M.A Wijesekara