



AJWAD MEERA LEBBE

Home Country Address: 73/29, Hospital Lane, Williom Gopallawa
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Mobile: 966564542764

Language skills

As I worked with more nationalities and I have below language skill.

Language	Writing	Reading	Speaking
English	Fluent	Fluent	Fluent
Sinhala	Good	Good	excellent
Tamil	Fluent	Fluent	Fluent
Arabic	Amber	Poor	Good
Urdu/Hindi	Nil	Nil	Good
Malayalam	Nil	Nil	Good

Job brief: as a successful store Manager, able to enhance customer satisfaction, meet sales and profitability goals and manage staff effectively. I have the most success having retail management.

CURRENT ROLE - Inventory Controller – Working as stock controller as well managing non trading team.

Responsibilities

- Every 6 months stock take planning and processing
- Monthly 4 to 6 Perpetual inventory.
- Following negative stocks and solving issues
- Receiving stocks and control shrinkage
- Sale vs replenishment has been share need to revert to have proper MIN MAX updating
- Following delivery process and handling
- Handling price checkups as well as managing the damages monthly.
- Space management for new stocks, slow sellers & best sellers

HR Executive: Royal Pharmacy Lanka (PVT) Ltd. – Katugastota. Joined on 01.10.2019

Work responsibilities are given:

- **Branch Visit and support to Audit**
- **Staff Motivations**
- **Staff Notices (Warning, Termination, performances)**
- **Maintain Files Manually and systematically**
- **Work on staff EPF & ETF , incentives, leave details**
- **Staff details in Excel with using VLOOKUP and other functions too.**
- **Letter Preparations as company needs**

- **Skills in Retail**

- Proven successful experience as a retail manager
- Powerful leading skills and business orientation
- Customer management skills
- Strong organizational skills
- Good communication and interpersonal skills

PROFILE

Store Manager with dynamic track record of increasing points, reducing costs, Inventory and shrink, and transforming customer service

- Regionally recognized leader, winner of multiple award for sales and service
- An exceptional motivator who generates high levels of employee morale and engagement by modeling excellent service behaviors, building productive relationships with all staff, establishing high standards & coaching for performance.
- An upbeat, flexible individual who genuinely enjoys change and new initiatives.

OBJECTIVE

- Developing store strategies to raise customers' pool, expand store traffic and optimize profitability
- Meeting sales goals by training, motivating, mentoring and providing feedback to store staff
- Ensuring high levels of customers satisfaction through excellent service
- Complete store administration and ensure compliance with policies and procedures
- Maintain outstanding store condition and visual merchandising standards
- Report on buying trends, customer needs, profits etc
- Propose innovative ideas to increase market share
- Conduct personnel performance appraisals to assess training needs and build career paths
- Deal with all issues that arise from staff or customers (complaints)
- Be a shining example of well behavior and high performance
- Additional store manager duties as needed , Requirements

EXPERIENCE

Showroom Manager

Soala Commercial Equipment PVT Ltd. The showroom located in Pasyala and the HO located in Kaduwela – Ranala. (31st January 2019 To 30th of September 2019)

Store Manager: Alshaya International – www.alshaya.com

- Store Manager from Apr – 2013 to 31st Dec 2018 in Alshaya International – www.alshaya.com
- Managed 3 standalone store as brand needs.
- Worked as training Manager to train National Team Managers
- Weekly staff performance and store business updates to Ops Manager.
- Worked Experience in Milano Shoe Brand
- Appropriately scheduling staff based on business trends ensure adequate staffing at all times
- Putting the customer at the first of everything the store team does.
- Delivering first class customer service and operational excellence
- Achieving results through the store sales team

- Maintain the proper inventory controls
- Maintain Store Admin includes cash controls

Assist. Store Manager: Alshaya International – www.alshaya.com

July 2012 to May 2013

- Worked with Store Manager – to build the store business
- Supported to store manager on All tasks.

Sales Associate: Alshaya International – www.alshaya.com

May 2010 to June 2012

WAREHOUSE EXPERIENCE

Qualification

- Excel in Organizing and coaching personal to work effectively in a team
- Committed team player in supporting company objectives

Professional accomplishment

- Organized and managed five large stock areas each comprising up to 10000 line items; maintained excellent accuracy ratings.
- Initiated cycle counting, greatly improving inventory integrity. Frequently juggling a variety of tasks simultaneously.
- Worked with IT to develop customized database applications.
- Facilitated materials expediting, involving status checking status and progressing.

During working in stores supported to the Warehouse management to deliver on time stocks to the retail stores.

EARLY EXPERIENCE

- Early in 2006, I joined as sales associate in Center Point (City Plaza) – Jeddah, KSA. Within one year I awarded as Best Salesmen and the next year I was working as HR Coordinator for Shoe Mart in Center point, and I got best Employee award in 2nd year too. I leave from Center Point in Middle of 2008.
- In between 2008 and 2010, I used to do buy and selling business with my continued studies. In between I was conducting a computer institution and as an in-charge.

Garment Field: Work-study officer

Duration: 2004 April to 2005 June.

Responsibilities were:

- Evaluating the appropriate application of labor saving devices.
- Developing and improving filing systems.
- Establishing and maintaining the development of an incentive scheme.
- Evaluating and improving work procedures and methods.

Immediate after A/L (started working Environment)

- Worked as a mathematic instructor for government school to get more knowledge in mathematics. Increased 35% to 75% passing on that year as record.
- I worked as a computer operator for 6 months in MRO – under FCE Colombo -7 (it was a NGO).

Personal Developments

- I was a Prefect in school and I have lead Mathematic team in school.
- I have guide school O/L students in Mathematics in my A/L.
- Got leadership training under a student organization.
- Attend more management training when I was in Center point.
- Passed Grow with up examination and interview in Alshaya International 2013.
- Attend Managers Meeting, Audit training and IT training. I have given Presentation of store performance on every manager's Meeting.

Education

- Studied O/L at Zahira College (Mawanella) and continued A/L in Mathematics. The Advanced level examination result was two simple passes in Pure & Applied Maths 2000.
- After Advanced level Studied Computer and Marketing. Completed computer Application Assistant Course at NAITA. Continued studies in Computer field for one year after a break in computer hardware and networking.

Professional Qualification

- Completed Marketing Management in ICM institute Colombo.
- **Certified in E-Commerce on Aug 2019**

IT Skills

- **Expert in Microsoft Excel, word, Power Point and problem solving in windows interface.**

Other

- Having valid Driving license in KSA, Sri Lankan license need to renew.

Interest

To work as a team at any time.

Non Related Referees

Dumindu Jayawardena
Inventory Controller - KSA WP
Landmark Group
Retail Division
Jeddah
KSA
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I do here by certify that the above details are true and correct to the best of my knowledge.

Thanks

AjwadMeeraLebbe.