JANIDU PREMARATNE

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PROFILE SUMMARY

- Telecommunication Officer at MarkAi Commercial brokers LLC, Channel partner of Commercial Bank of Dubai with expertise in selling credit cards. Adept at building strong client relationships, identifying customer needs, and providing tailored financial solutions. Great ability to meet and exceed sales targets in a competitive market, while delivering exceptional service to enhance customer satisfaction and drive business growth.
- Accomplished Retail Sales Manager from Paris Boutique Pvt Ltd, adept in driving significant revenue growth and enhancing customer loyalty through exceptional service.
- Demonstrates expertise in sales forecasting and team supervision, exceeding sales targets by a notable margin. Excels in strategic decision-making and critical thinking, ensuring memorable shopping experiences.

PERSONAL INFORMATION

Date of birth : 24/05/1996   Passport No. : N7237998

Nationality : Sri Lanka   Visa Type   : Employment visa (Available 07-day notice)

SKILL HIGHLIGHTS

● Data entry and management	● Computer Software	● Analytical Skills
● Attention to detail	● Accuracy	● Problem-solving
● Customer service	● Organization	● Confidentiality
● Adaptability	● Credit card processing	● Financial regulations
● Fraud prevention	● Team Supervision	

EDUCATION / PROFESSIONAL QUALIFICATION

St. Sebastian's College, Moratuwa, Sri Lanka
08/2015

LANGUAGES

- Full proficiency in English language. (Reading, Writing, and speaking)

PROFESSIONAL EXPERIENCE

Relationship officer – Direct Sales Credit Cards   **July 2024 - Present**
MarkAi Commercial brokers LLC
- Direct sales & service representative for Commercial Bank of Dubai

Retail Sales & Operations Manager   **11/2018 to 05/2024**
Paris Boutique Pvt Ltd, Colombo, Sri Lanka
- Experienced sales & customer relations manager in the International fashion retail sector, adept at driving revenue growth and fostering client loyalty. Proven track record of exceeding sales targets and delivering exceptional customer service.
- Skilled in team leadership, inventory management and cultivating strong vendor relationships. Passionate about creating memorable shopping experiences.
- All the paperwork & handled government officials regarding the imports of goods.
- Products buyer. Which means I coordinated with the factories and negotiated. Finalized orders.
- Handled custom orders with our potential clients.
- Profit & Loss statements.
- Coordinated with the audit firms & Inland revenue department in Sri Lanka.
- Visual merchandising & product merchandising

Junior Executive   **11/2017 to 11/2018**
Pan Asia Bank PLC, Sri Lanka
- **Loan Disbursement:**
  * Processing and disbursing loans in accordance with bank policies and procedures.
  * Ensuring accurate and timely disbursement of loan funds to borrowers.
- **Documentation Management:**
  * Preparing and managing necessary documentation for loan disbursement, including loan agreements, security documents, and supporting documents.
  * Maintaining organized records and archives of loan documents.
- **Credit Checks and Verifications:**
  * Conducting credit checks and verifications on loan applicants to assess creditworthiness.
  * Coordinating with branches to obtain necessary information and documents for credit evaluations.
- **Branch Service:**
  * Providing excellent customer service to borrowers and internal stakeholders.
  * Answering inquiries and resolving issues related to loan disbursement and documentation.
- **Compliance Adherence:**
  * Ensuring compliance with loan disbursement regulations and internal policies.
  * Staying updated on changes in banking regulations and loan procedures.
- **Data Entry and Management:**
  * Accurately entering loan data into the bank's system.
  * Maintaining data integrity and confidentiality.
- **Loan Processing:**
  *Understanding of loan disbursement procedures and documentation requirements.
- **Credit Analysis:**
  * Ability to assess creditworthiness and evaluate loan applications.
- **Documentation Skills:**
  * Proficiency in preparing and managing various loan documents accurately.
- **Attention to Detail:**
  * Ability to work meticulously and ensure accuracy in data entry and documentation.
- **Organizational Skills:**
  *Efficient time management and ability to prioritize tasks.
- **Computer Skills:**
  * Proficiency in using relevant software applications (e.g., FINACLE banking system, word processing,   spreadsheets).
- **Regulatory Awareness:**
  * Knowledge of banking regulations and loan disbursement procedures.

Internship   **03/2017 to 11/2017**
Pan Asia Bank PLC, Sri Lanka
- Processing new insurance policies for leased vehicles. Ensuring accurate and timely issuance of policies in compliance with regulatory requirements.
- Preparing and managing necessary documentation for insurance policies, including vehicle registration, lease agreements, and supporting documents.
- Maintaining organized records and archives of insurance documents.
- Providing excellent customer service to clients and leasing companies.
- Answering inquiries and resolving issues related to insurance policies.
- Accurately entering insurance data into the bank's system.
- Maintaining data integrity and confidentiality.

Junior Data Entry Officer   **01/2016 to 03/2017 Wijesekara & Sons**
Company, Sri Lanka
- Following established guidelines and procedures, input and update data accurately and efficiently into our system
- Perform data cleaning tasks such as identifying and correcting errors, inconsistencies, and duplicates within the data
- Follow data entry protocols and best practices to maintain data quality and integrity.
- Accurately inputting, updating, verifying various data types to ensure consistency, accuracy, and completeness
- Keep accurate records of data entry activities and provide regular updates on progress and challenges.
- Verify and validate data accuracy through cross-referencing and data integrity checks.

REFERENCE

Available upon request