



# ***Sadun Gunarathne***

**Address:** Building No. 372, Zone No. 40, Street No. 250, D-Ring Road,  
P. O. Box 5763, Doha, State of Qatar

**Phone:** +974 55771076

**Email:** sadungunarathne1991@gmail.com

## Work Experience

### **Assistant Manager – Qatar Branch, Zuhail Pack International W.L.L, QA – 06/2022**

- Managing the Country Branch Operation related to Moving/Relocation of Customers Personal/Household Goods & Vehicles in Domestic and International locations.
- Providing Freight forwarding solutions by Sea freight , Air freight , Land freight, Storage, Customs Clearance, Chamber, Ramp, Insurance & Transportation Services.
- Ensure documents for customs clearance with Customers in different nationalities to avoid any delays and also to avoid Demurrage and Penalty charges.
- Negotiating rates with Overseas agents, Airlines, Shipping Lines, Warehousing, packing material, transportation suppliers and outsourced packers.
- Adding personal judgment to develop solutions for challenges faced by Customs and Operations, Job files opening, invoicing, costing and preparing monthly sales reports.
- Follow up on customer payments to ensure payment is received prior to the delivery.
- Management, Recruitment and skill development of the team.
- Business Development, Administration, Documentation, Coordination Tasks from lead stage to the entire transition of packing, removing to setting customer at new residence.
- Scheduling Survey visits and jobs base on the productivity and smooth operation.

### **Showroom Manager, Phoenix Industries Ltd, LK – 02/2022 to 06/2022**

- Overseeing the daily operations of the showroom (Sri Lanka Largest Plastics manufacture - Plastic Furniture, Consumer, Household & B2B Crates Products) and ensuring an effective operation.
- Motivating the team (01 Supervisor, 03 Sales Representatives, 02 Security Officers and 01 Janitor), developing, recruiting and training new staff.
- Monitoring the collections, money safe and ensure the proper banking activities
- Participate in random physical stock counts on a weekly basis.
- Address the market insights with presentations to the CEO & the Director
- Being a part of opening the modern showroom since the construction stage.
- Approving cost-effective Showroom General Facility Maintenance Expenses, utility bills, trade license and vendors' bills such as Security, Food, and janitorial Services.
- Supporting the E-Commerce & Retail Manager to achieve targets.

**Client Associate Manager, Canopy Holdings Pvt Ltd, LK – 11/2020 to 01/2022**

- Responsible for the showroom activities and the Key Contact point for all the Clients, from the Inquiry stage to the installation of customized wooden, steel, fabric, engineering boards furniture and pantry solutions.
- Visiting real estate sites with internal & outsourced interior designers.
- Building Brand visibility on Social media platforms and exhibitions.
- Working with Social Media partners and attending to its Inquiries.
- Preparing files with all approved design proposals, terms/conditions & handing over to the production team with Samples.

**Assistant Manager, Hellmann Worldwide Logistics Pvt Ltd, LK – 12/2019 to 10/2020**

- Heading the Perishable Logistics Vertical and Middle East Trade Lanes Business.
- Developing Sales of Spot Shipments accounts and Strategic (Tenders) Accounts.
- Being a part of the Organization Cultural Change due to the New Management.
- Canvassing Business for Sea, Air & Customs House Brokerage Logistics Products.
- Creating New Customers & Reactivating Past Customers.
- Representing the Company for American Chamber of Commerce Events.
- Reporting to the Managing Director & the Head of Perishable logistics Middle East South Asia Region on the development of Perishable business vertical.

**Senior Sales Executive, Wurth Lanka Pvt Ltd, LK – 12/2015 to 06/2019**

- Handling Omega Garment & Michelin Tyre Key Accounts.
- Selling & Demonstrations of power tools, hand tools, fasteners, occupational safety products to Maintenance Engineers & Safety Officers to increase product lines.
- Conducting training programs to factory workers about the importance of occupational safety and equipment together with the NIOS instructors.
- Creating new customers in Export processing Zone and in the given Territory.
- Visiting Lost customers and convert them into Reactivation Customers.
- Developing good relationships with Procurement decision makers.
- Visiting customers with the MD of Wurth Electronics India during his visit.

**Customer Service Executive, Zuhail Pack International W.L.L, QA – 05/2013 to 05/2015**

- Ensure documents for customs clearance with VIP Customers in different nationalities to avoid any delays of the transit time of relocating their Goods
- Managing the warehouse, such as renting space, hiring ramp & clearing debris.
- Handling nominations (Total Lubricants & British Petroleum) of AGS Relocations.
- Providing personal judgment for challenges faced by Customs and Operations.
- Preparing quotations, job files opening, invoicing, costing and monthly report.
- Managing the Packing Team, Packing Materials and the Vehicle fleet.
- Scheduling Survey visits and jobs, according to the available dates.
- Managing the overall business twice, on the absence of a Branch Manager

**Sales Executive, 20Cube Logistics Pvt Ltd, LK – 07/2012 to 04/2013**

- Generating sales from all freight forwarding services for clients.
- Generate & Handle Business in cross trading/triangular shipments.
- Pricing freight rates from shipping lines for all company Sea Freight Export
- Negotiating with Overseas Agents for Import Sea & Air Freight rates.
- Basic consultancy services for customers to commence trading.
- Being focal contact point for the company's Indian office to develop trade

**Executive - Sales, CL Synergy Pvt Ltd, LK – 12/2010 to 02/2012**

- Conducting market research, business canvassing, and building close relationships with co-loaders to develop export consolidation to HK, SG and UK traffic.
- Achieving target revenue by selling Sea & Air Freight Export, Customs Clearance, Forwarding and Land Transport Rates to existing Key Accounts and New Customers.
- Forwarding FOB leads to Overseas Agents to secure Export Nominations.
- Execute to support the short and long-term marketing strategies of the Cluster.
- Report on all sales activities with sales reports for decisionmaking.

**Education**

- G.C.E Advanced Level: Pass (Commerce): 2010 - St. Joseph's College, Colombo, LK
- MBA (General) in International Business: 2021 - University of West of Scotland, UK

**Extra-curricular activities**

- Committee Member of the College (St. Josephs College, Colombo, LK) Old Boys Union in Qatar
- Playing for the Maroons Football Club Qatar
- Vice-Captain of the College 1st XI Soccer team in 2009
- Played for the College 1st XV Rugby team in 2009

**Skills & Recognitions**

- Highest Plan Fulfillment Award - Industrial Division (2017 WURTH Lanka)
- Company Highest Customer Development Award (2017 WURTH Lanka)
- Managing a Country Branch Operation in the Relocation/Moving Business
- Managing a Customized Furniture/Retail Showroom.
- Qatar Driving License

**Reference**

- Dr. Niroschan J Pieries  
Cluster Director/CEO - LAUGFS Gas PLC  
Mobile: +94 773337222 / Email: niroschan.pieries@laugfs.lk