



Curriculum Vitae

Dilip Rukshan

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OBJECTIVE

Seeking a driver become messenger & sales job in the development-oriented company which allows me to use my expertise, offering my extensive experience, and to use proven skills in a career with potential for long- term advancement and for the betterment and growth of the company.

SUMMARY QUALIFICATION

- Highly organized, fast learner and detail oriented with vast experience providing Administrative and Supply Chain services.
- Dedicated and focused; able to prioritize and complete multi tasks and follow through to achieve desired results.
- Honest individual with genuine passion for achieving goals for self and others.
- Energetic individual with positive outlook, and with excellent customer relations skills.
- An independent and self motivated able to grow positive relationships with clients and colleagues at all organization levels.

EDUCATION

Successfully Completed G.C.E Ordinary level Examination in Sri Lanka

PROFESSIONAL QUALIFICATIONS

1. I have followed MS Office Course include
 - Word
 - Excel
 - Power point
 - Internet & Email

WORK EXPERIENCE

1. Work as a Driver become Messenger
Forbs & Walkers Company in Sri Lanka 2004 – 2009.
2. Work as a Driver become Messenger
Transfield Mannai Facilities Management Services 2009 – 2017.
3. Work as a Driver become outdoor sales person
Al Shaya group in Qatar 2017 – till Present

DUTIES AND RESPONSIBILITY:

- Deliver messages and items, such as documents, and packages, between establishment departments, and to other establishments and private homes.
- Sort items to be delivered according to the delivery route.
- Record information, such as items received and delivered and recipients' responses to messages.
- Perform general office or clerical work such as filing materials administrative support to ensure efficient operation of the office.
- Keep information confidential
- Respond to queries for information and access relevant files
- Ensure that the store is kept clean and organized.
- Mediate any confrontations between staff and clients, and de-escalate the situation.

PERSONAL INFORMATION

Full Name Dileep Rukshan Ganeshan
Born 22nd March 1986 / Male / Single
Qatar ID Holder – 28614405866

I do hereby certify that the above-mentioned particulars furnished by me are true and correct to the best of my knowledge.

Dilip Rukshan