**Gulfjobseeker.com CV No:** **109182**

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**DATE OF BIRTH: 21ST NOVEMBER 1986**

**PROFESSIONAL OBJECTIVE**

***To be a Dynamic Professional in a challenging environment that would enable me to enhance and utilize my knowledge, skills and initiate abilities in the fields of Information Technology, Accounts & New Business Development, successfully leading in Self Development and Career Progress in the fields of Business.***

**PROFESSIONAL EXPERIENCE**

|  |  |  |  |
| --- | --- | --- | --- |
| **From** | **To** | **Institution** | **Designation** |
| **2006.01.05****2007.01.10****2011.03.18** | **2006.12.23****2010.12.30****2014.12.28** | **DIG Fashion Shop****Lanka Hospitals PLC****Mobitel (pvt) Ltd.** | **Sales Assistant****Receptionist -** Responsible for maintaining the smooth running and operation of all front desk activities in a busy medical practise. Helping the doctors and medical staff by managing their administrative and secretarial duties.**Customer care Executive -** Provides excellent customer service.Manages the Client Services Coordinators (creates staff schedules, manages workflow, handles staffing and employee issues, enforces departmental policy and procedures, is a best practices example for Client Services Duties, etc)  |

 **PERSONAL INFORMATIONS**

**04. Sex : Female**

**05. Date of Birth : 1986. 11. 21**

**07. Married / Single : Married**

**EDUCATION QUALIFICATIONS**

**G.C.E (A/L) Subjects & Grades Obtained ( in one sitting )**

 **Year 2005 Girls’ High School, Mount Lavinia.**

1. **Economics C**
2. **Accounting S**
3. **Business Studies S**

**G.C.E ( O/L ) Subjects & Grades Obtained ( in one sitting ) Year : 2002**

* **Buddhism A**
* **Commerce B**
* **Social Studies C**
* **English C**
* **Sinhala C**
* **Science C**
* **Maths C**
* **Music C**

**OTHER QUALIFICATIONS**

* **Successfully Completed Spoken and Written English at the SVC British College in Sri Lanka.**
* **Successfully Completed Computer Diploma Course at the National Youth Services Council.**
* **Successfully Completed Business English at the Future Waves ( pvt ) Ltd.**
* **Successfully Completed Diploma in Computerized Accounting course at ICM college.**

**EXTRA CURRICULAR ACTIVITIES**

 **Girls’ High School, Mt.Lavinia**

* **Member of Sri Lanka Girl Guides Association**
* **Member of Society for Society for Social Work & Welfare**
* **Committee Member of Commerce Society, Environment Conservation Society & Quiz Club..**

 **I hereby certify that the above particulars are true and correct.**