



As a showroom assistant I have 11 years of experience and am seeking an opportunity to expand my skill, knowledge and wish to use my experiences when doing my duties. I will be sincere and honest and will be dedicated to my best in my assigned duties and responsibilities.

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- Country: Sri Lanka
- Age: 32years

### **Experience**

- From 06/2011 To 12/2016

Showroom Assistant at Softlogic Retail Pvt Ltd (Consumer Electronic Company)

Responsibility is managing payment, Arranging Report, resolving after sales service, working in company system (Invoicing, Billing), Stock merchandise and creating displays.

- From 01/2017 To 02/2019

Front Line Office at Dialog Axiata Plc (Telecommunication Company)

Responsibility is issuing new connection as (Sim, Wi-Fi, TV) and handling all modification regarding connection.

- From 03/2019 To 12/2023

Responsibility is managing payment, Arranging Report, resolving after sales service, working in company system (Invoicing, Billing), Stock merchandise and creating displays.

- From 02/2023 – Currently Working

Showroom Assistant at (Thiyondlee Aquarium)

Dubai Investments Park 01

### **Certificate**

Computer Skills – MS Word, Excel

Participated in Business English Program at JMC institute.

Japanese Language NAT exam (Level 5)

### **Skill Highlights**

Well Organized

Team Building

Service – Focused