

# Chaminka Sanjeewani

Location: UAE | Contact: +971 58 128 8485 | Email: [sanjeewanichaminka@gmail.com](mailto:sanjeewanichaminka@gmail.com)



## Personal Information

- Gender: Female
- Nationality: Sri Lankan
- Visa Status: Employment Visa
- Languages: Sinhala, English, Hindi, Tamil
- Birth Date: 14<sup>th</sup> May, 1991

## Experience

**2019 - 2024**

### Cashier - Gift City General Trading

Managed transactions, customer service, and assisted in store inventory control.

**2017 - 2018**

### Ordertaker - Hotel Rodha Amwaj JBR

Responsible for taking and managing orders, ensuring guest satisfaction.

**2015 - 2016**

### Receptionist - Hotel Green Garden, Trincomalee

Greeted guests, handled check-ins/check-outs, and managed guest inquiries.

**2012 - 2015**

### Juice Maker and Barista - Roots Restaurant Bar

Prepared beverages, handled customer orders, and maintained a clean workspace.

**2010 - 2012**

### Sales Associate - Fashion Bug Trading Company, Sri Lanka

Provided customer service, handled sales, and managed product displays.

## Education

**2010 :** G.C.E A/L Examination - G.B. Senanayake College, Sri Lanka

**2007 :** G.C.E O/L Examination - Lanka Sabha School, Sri Lanka

### Additional Training and Certifications

Diploma in Microsoft Office - Nursing Assistant Training Course - Newton Training Center, Dubai

## Skills

- Communication: Excellent interpersonal skills with experience in customer service.
- Flexibility: Adaptable and able to thrive in dynamic environments.
- Computer Skills: Proficient in Microsoft Office and other relevant software.
- Problem Solving: Strong analytical skills for resolving issues.
- Team Work: Effective team player with collaborative skills.

**Reference:** Will provide upon request