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Al Satwa, Dubai UAE

DAHAMI ISHARA



Summary

To be a valuable member of a team in an esteemed organization, where I can contribute to the fullest extent possible towards achieving the goals, and the success of the organization by retraining professional, with honesty, integrity, and respect, and providing the best customer services.

Personal Details

- Date of Birth – 04/11/1998
- Gender – Female
- Nationality – Sri Lanka
- Marital Status – Single
- Visa Status – Cancelled

Education

- Completed Passed G.C.E Ordinary Level 2014
- Completed G.C.E Advance Level 2017

SKILLS

- Customer service.
- Multitasking and prioritizing.
- Dependability.
- Familiarity with Microsoft Office.
- Problem-solving.
- Ability to work under pressure.
- Attention to detail.
- Strategic sales knowledge
- Exceptional communication skills
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- Exceptional communication skills

Work history

RECEPTIONIST CUM PHOTOGRAPHER

10/04/2022 – TO PRESENT

ZAHARAT AL SAFA STUDIO, SATWA DUBAI UAE

- Greets and receives customers in a welcoming manner.
- Ensure high levels of customer satisfaction through excellent service
- Manage Payments with customers
- Passport size / ID Photo Capture and editing
- CV making
- Printing Works (print / Scan)
- Designing
- All kind of Typing works
- Responds to customers' questions.
- Provides outstanding customer service.

SALES ASSISTANT CUM CASHIER – 2021/01-2022/02

ODEL (CK AND LEVIS SECTION) SRI LANKA – SRI LANKA

- Ensure high levels of customer satisfaction through excellent sales service
- Maintain outstanding store condition and visual merchandising standards
- Maintain a fully stocked store
- Recommend and display items that match customer needs

Soft Skills

- Excellent in Ms Word and Excel
- Handling Business profiles
- Managing Social media
- Internet Marketing
- Good Typing Speed
- Basic Photoshop Knowledge

Languages

- English – Excellent
- Hindi – Basic

Hobby

- Listening to Music
- Photography
- Traveling

DECLARATIONS

- I Certify That all above mentioned are true and correct to the best of my ability.

Work history

ADMINISTRATIVE EXECUTIVE - 2019/01 –2020/12

ACUMEN INTERNATIONAL – SRI LANKA

- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to Human Resources executives
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc...)
- Coordinate HR projects (meetings, training, surveys etc...) and take minutes
- Deal with employee requests regarding human resources issues, rules, and regulations

DATA ENTRY OPERATOR – 2018 - 2019

HELA CLOTHING PVT. SRI LANKA (LTD)

- Proven data entry work experience, as a Data Entry Operator or Office Clerk
- Experience with MS Office and data programs
- Familiarity with administrative duties
- Experience using office equipment, like fax machine and scanner
- Typing speed and accuracy
- Excellent knowledge of correct spelling, grammar and punctuation
- Attention to detail
- Confidentiality
- Organization skills, with an ability to stay focused on assigned tasks