

DULANJALIE MAYADUNNA

Receptionist/Cashier

✉ Dulanjaliesmayadunna@gmail.com

☎ +971 525239341

📍 Flat No.19, Al Tayer Building,
Sharjah Al-Nahda.

📅 19/12/1995



Profile

I am an active, open-minded, and self-motivated A highly motivated, confident individual with exceptional multi-tasking and organizational skills. capable of exhibiting problem-solving, decision-making, and leadership skills when dealing with people. Hard worker, prepared to put in long hours to ensure that required targets are achieved. I successfully combined my studies with work and other commitments, showing myself to be organized and capable of working under pressure.

Education Qualification

- **G.C.E. Advanced Level - 2014**
(Rathnawali Balika Vidyalaya
ART Stream)
- **G.C.E. Ordinary Level - 2011**
(Subharathi M.M Vidyalaya)

Professional Education Qualification

- **Higher National Diploma in Human Resource Management**
Chartered Institute of Human Resource Management
- **Certificate Course in Human Resource Management**
Chartered Institute of Human Resource Management
- **Foundation Course in Human Resource Management**
Chartered Institute of Human Resource Management

Languages

- English – Proficient
- Sinhala – Proficient

References

- **Mr. Tharindu Niwantha**
Al Futtaim - PDC DIP2
+971 521338712
- **Mr. Chamupathi Hathurusinghe**
Noon in minutes - Marina POC
+971 529438220

Professional Experience

RECEPTIONIST 2020/FEB –2024/MAR

AVANA GRAND HOTEL, COLOMBO

- Welcome and greet customers, clients, and visitors in a professional and friendly manner.
- Answer and direct incoming calls, take messages, and handle reservations.
- Maintain a clean and organized reception area.
- Schedule appointments and assist in managing the appointment calendar.
- Assist with administrative tasks such as data entry and filing.
- Provided excellent customer service to build and maintain a loyal customer base.

CASHIER 2018/DEC - 2020/JAN

ELITE RESTUARENT, COLOMBO

- Welcome and greet customers and providing assistance with purchases.
- Understanding Policies and Procedures
- Calculate and provide customers with accurate change.
- Accurately process customer transactions, including cash, credit/debit cards, and checks.
- Maintain and balance the cash register at the beginning and end of each shift.

Skills

- Advanced people management skills with leadership qualities.
- Time management skills with go getter attitude.
- Excellent Team Worker.
- Creative thinking with advanced problem solving skills.
- Proficiency in MS Office package.
- Works well under pressure and stress management.
- Highly responsible and reliable.
- Quick Learner.
- Customer Handler.