





ARUNASHOBI NAVODA

Graphic Designer & Housekeeping Specialist

A highly versatile and skilled professional with experience spanning graphic design and housekeeping. With a keen eye for detail and a creative mindset, I excel in delivering exceptional visual designs and maintaining the highest standards of cleanliness and organization. My experience in diverse roles has equipped me with a unique set of skills, including excellent customer service, team collaboration, and efficient time management. Fluent in English and Sinhala, I am a proactive problem solver, eager to contribute to and grow within dynamic environments.

CONTACT

 narunashobi@gmail.com

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 Al Rashidiya, Dubai, UAE

AREAS OF EXPERTISE

- Graphic Design
- Adobe Creative Suite
- Visual Communication
- Housekeeping Operations
- Customer Service Excellence
- Time Management
- Team Collaboration
- Problem Solving
- Attention to Detail
- Creativity and Innovation
- Efficient Workflow Management
- Cleanliness Standards
- Safety and Hygiene Protocols
- Multitasking Abilities
- Cultural Awareness

EDUCATION

MS Office Advanced Certificate Course

- IBA Campus

Information Communication Technology Technician (NVQ Level 04)

- National Apprentice and Industrial Training Authority (NAITA)

Graphic Designing (NVQ Level 04)

- National Apprentice and Industrial Training Authority (NAITA)

English Course

- Oxford College of Business, Sri Lanka

WORK EXPERIENCE

Housekeeping Room Attendant Aug 2021 - Feb 2024

Whyndham Garden Hotel, Ajman

- Ensuring the cleanliness and orderliness of rooms and common areas, adhering to the hotel's high standards and hygiene protocols.
- Efficiently managing time to cover the assigned rooms, providing guests with a comfortable and welcoming environment.
- Handling guest requests and queries promptly, demonstrating exceptional customer service skills.
- Maintaining inventory of cleaning supplies and linen, ensuring availability and proper use of resources.
- Collaborating with the housekeeping team to share best practices and improve overall service delivery.
- Conducting regular inspections for safety and hygiene, addressing any issues immediately to ensure guest safety.
- Implementing environmentally friendly cleaning practices, contributing to the hotel's sustainability efforts.
- Assisting in the training of new staff, sharing knowledge and tips for efficient and effective housekeeping.
- Remaining flexible and responsive to the dynamic needs of the hotel, adapting to different tasks as required.
- Building positive relationships with guests and colleagues, fostering a friendly and professional hotel environment.

School Bus Attendant

Dec 2020 - Jul 2021

Expert Transport (L.L.C), Dubai, UAE

- Ensured the safety and well-being of students during transit, maintaining a secure and friendly environment.
- Coordinated with school administrators and parents to ensure efficient and punctual transportation services.
- Managed the boarding and debarking of students, ensuring orderliness and safety at all times.
- Addressed and resolved any issues or concerns raised by students or parents, providing timely and empathetic responses.

G.C.E. Advanced Level

Examination 2016

- Department of Examinations, Sri Lanka

G.C.E. Ordinary Level Examination

2013

- Department of Examinations, Sri Lanka

PERSONAL INFO

- **Full Name:** Godahenage Arunashobi Navoda Hinsapriya
- **Date of Birth:** 17th July 1997
- **Age:** 27 years
- **Gender:** Female
- **Marital Status:** Single
- **Nationality:** Sri Lankan
- **Visa Status:** Visit Visa

LANGUAGES

English: Fluent

Sinhala: Native

REFERENCE

Available Upon Request

Sales Girl

Apr 2017 – May 2018

Fashion Bug (pvt) Ltd, Kandy, Sri Lanka

- Provided excellent customer service, assisting shoppers in finding products that meet their needs and preferences.
- Managed inventory and stock levels on the sales floor, ensuring the availability of products and neat presentation.
- Handled cash transactions and maintained accurate records of sales, demonstrating strong numerical skills and attention to detail.

Graphic Designer

Jul 2016 – Feb 2017

Manimekala Digital Studio, Colombo, Sri Lanka

- Developed creative visual designs for various projects, meeting client specifications and deadlines.
- Collaborated with clients and team members to refine concepts and produce high-quality graphic content.
- Maintained up-to-date knowledge of design trends and technologies, continuously improving skills and outputs.

Extracurricular Activities and Leadership

Active Member:

- School Athletic Team
- Netball Team
- Eastern Band
- Prefect Board
- Information Technology Society

Demonstrated leadership, teamwork, and commitment to excellence through participation in various school activities.