



IMESHA RANGANI

PERSONAL DETAILS

Full Name:

Dematagaha kotuwe Gedara
Imesha Rangani

Date Of Birth:

3rd August 1992

Gender:

Female

Nationality:

Sinhala (Sri Lanka)

Civil status:

Single

CONTACT

 Imeshamrangani@gmail.com

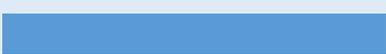
 (+971)0506012857

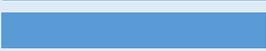
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SKILLS

- Analytical thinking
- Planing & time management
- Strong communication
- Accuracy and attention to details
- Organization and prioritization
- Problem solving
- Team leadership
- Strong Customer service

LANGUAGES

SINHALA  100%

ENGLISH  65%

I am a diligent, well-prepared, and meticulous person. I'm a great team player with strong interpersonal skills, and I'm eager to learn new things. I am trustworthy and dependable, and I frequently look for new duties in a variety of professional fields. I approach my work and complete tasks in a proactive and dynamic manner. I make decisions quickly and firmly. I locate and create possibilities.

EDUCATION

- Bachelor of commerce (general) external degree University of Sri Jayawardenepura.
- I have completed six-month program with B+ pass specializing in the fundamentals of information technology, Operating system, Office application, Multimedia and Internet E-mail at MICROVISION Computer Training Institutes and CAD Center on 2013.
- I successfully completed the special training as a banker. Assistant at Data Information Bureau (pvt) Ltd. 2012.
- I have completed six-month certificate in computer studies program at MICROVISION Computer Training Institutes on 2022.

EXPERIENCE

- Factory Oversight Assistant Manager at Divine Lanka Group Of Company (Pvt) Ltd in 2024.
- Store keeper at Divine Lanka Group Of Company (Pvt) Ltd in 2023.
- Waitress in Suisse Hotel Kandy (2022-2023)
- Cashier cum Waitress in Chef99 Restaurant Gampola (2019-2020)

ADVANCED SKILLS

- Ability to work with Microsoft Office
- Handling the mail system.
- GRN and PO handling
- Ability to manage Store System duties.

SOFTWARE SKILLS



hereby declare that the details and information given above are complete and true to the best of my knowledge.