

MALKI INDRACHAPA

Profile:

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A hardworking and self – motivating graduate from the University of Kelaniya who has excellent communication & learning skills. And very capable of working in different environments & with different people. I can work for goals successfully.

Career Objectives

To be an excellent performer in the fields of Hotel Management, Super Market, Teaching in a competitive and challenging environment, by providing the best to the organization which I'll work for while developing my

Contact

+971 503778072

malkikahandawaarachchi@gmail.com

Current Location

Abu – Dhabi - UAE

Availability & Visa

Visa: Own visa

Availability: Immediately

Country Experience

Sri Lanka – 03 years

Professional

BA. (Hons) in Tourism & Cultural Resource Management with Korean language, University of Kelaniya – Sri Lanka.

Hotel Management Training, Hotel Galadari – Sri Lanka.

Management Training, Cargills foods company – Sri Lanka.

Worked as a Data Entry Operator, Receptionist – Sri Lanka.

Professional :

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- **I have successfully completed 01-year hotel management training in hotel Galadari – Sir Lanka. (2019)**
 - Front Office
 - F&B Department
 - Kitchen Department
 - Housekeeping Department
- **I have worked as a management trainee officer for Cargills Food Company Pvt. Ltd. (for 1 ½ years- 2022 - 2023)**
 - Work with MS Office suite
 - Handle customer complaints & Resolving issues
 - Answering phone calls, Responding emails, Handling messages
 - Cash Handling: Managing cash float
 - Bill computation & POS system
 - Data entry & Record Keeping
 - Processing invoices
 - Staff handling
- **I used to work as a receptionist for Alkhaleej International sport club - UAE (temporary - for 2 months)**
 - Answering phone calls
 - Class scheduling
 - Event Organizing
 - Cash Handling
 - Data entry & Record keeping
- **I used to work as a Korean language teacher.**

Education:

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- Graduated in Bachelor of Art Honors in Tourism & Cultural Resource Management (special) with second class upper division & with Korean Language from University of Kelaniya.
- Successfully completed the Certificate Course in Information and Technology conducted by the Information and Communication Technology Centre, University of Kelaniya – 2017

Skills

- Communication
- Teamwork
- Time Management
- Microsoft Office
- Typing (Sinhala/English/Korean)
- Dancing

Personal Information

Date of Birth - 30th Aug. 1994

Sivil Status - Married

NIC - 947430815V

Passport No - N5491871

Non – Related Referees

Mr. Chathuranga Rajapaksha
Cargills Food Company (Pvt. Ltd.)
HR Department
+9477 1739319

- Successfully completed the Certificate Course in Computer Literacy conducted by the Information and Communication Technology Centre, University of Kelaniya – 2016.
- successfully completed the MS OFFICE Certificate Course conducted by the Computer Resource Centre, Thakshila College – 2011
- Successfully Completed the Certificate Course in Advance English conducted by the Youth English Academy – 2017 Successfully
- Completed the Royal Vision English course - 2011.

Extra – Curricular Activities/Winnings:

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- Performer of the “Tha” 2016 Cultural Performance organized by Performing Art Society in University of Kelaniya.
- Performer of the “Manjusawa” 2016 Cultural Performance organized by Performing Art Society in University of Kelaniya.
- Deputy head prefect of the Weboda South School. in 2010
- A member of university Elle team in 2016
- A member of school netball team in 2007 – 2010
- A member of school volleyball team in 2007 – 2010
- A member of school dancing team in 2006 – 2012
- An active member of Sri Lanka Saukyadana Movement in school time. (2011)

I do hereby certify that the above-mentioned particulars are true and correct to the best of my knowledge and belief.

Thanks for your Consideration