

KASUN BANDARA

OFFICE ATTENDANT

+971 557766490

ckkasu@gmail.com

No.1202, Al Attar Tower, Financial Centre, Dubai.



PERSONAL DETAILS

Name - H. M. C. K. Bandara
Birthday - 20-January-1989
Visa Status - Visit Visa

SKILLS

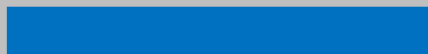
- Communication skills
- Customer service
- Attention to detail
- Time management
- Teamwork
- Adaptability
- Multitasking
- Organizational skills
- Fast Learning skills
- Problem solving ability
- Hard working
- MS Office suite
- Leadership skills

EDUCATIONAL QUALIFICATIONS

- Followed a Certificate level course of Computer at Golden Key Institute of Information Technology Limited.
- G. C. E. Advanced Level Examination
- G. C. E. Ordinary Level Examination

LANGUAGES

ENGLISH



HINDI




REFEREES

Can be provided on the request.

To leverage my experience as an Office Assistant, I am a highly motivated and skilled individual seeking an opportunity to utilize a great work ethic in the workforce. As a self-motivated and trustworthy individual, I could work in any circumstance either as a part of a team or with minimal supervision. And also I will play a critical role in ensuring the smooth running of company administrative processes, contributing to the efficiency and effectiveness of company services.

EXPERIENCE

ADMINISTRATIVE ASSISTANT

Sri Lanka Bureau of Foreign Employment  Dec. 2014 to April 2024
Battaramulla, Sri Lanka

- I served as an Administrative Assistant performing with a high degree of independence and an in-depth working knowledge of the back-office.
- Proficiency in data entry and database management, with a keen eye for detail and accuracy.
- Maintain office filing systems, both electronic and physical, ensuring organization and accessibility.
- Handle multiple tasks simultaneously, such as phone calls, visitor inquiries, and administrative duties, and manage and distribute incoming mail and packages.
- Excellent organizational skills, with the ability to prioritize tasks and manage time effectively, with flexibility and adaptability to handle multiple tasks and changing priorities in a fast-paced environment.
- Use office equipment, including phones, copiers, and computers, proficiently.
- Proficiency in MS Office suite (Word, Excel, Outlook), and relevant software.
- I have excellent communication and interpersonal abilities.
- Ability to work independently with minimal supervision and also collaboratively within a team environment.

WAITER

Melheim Resort Hotel  July 2010 to September 2014
Beragala, Haputale, Sri Lanka

- Provided exceptional service to customers by being friendly, knowledgeable, and accommodating.
- Verified that prepared food met all standards for quality and quantity.
- Keeping the work environment up to clean sanitary standards, as well as organized and well-stocked.
- Served food, snacks, and drinks, as well as alcoholic beverages to customers promptly.
- Removing dishes and glasses from tables or counters, and taking them to the kitchen for cleaning.
- Ability to deal with complaints or problems with a positive attitude.
- Effectively communicated with kitchen staff regarding customer allergies, dietary needs, and other special requests.