

PAHAN NETHMINA

Dubai, UAE

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Visit visa valid until 07th May 2024

OBJECTIVE

I possess a strong passion for my work, am self-driven, dependable, and responsible. As a competent leader, I excel in effective communication and possess exceptional teamwork abilities. Furthermore, I am equipped with advanced professional qualifications.

WORKING EXPERIENCE

Tabula Rasa Resort, Habaraduwa, Gall, Sri Lanka.

Tenure: 10th April 2023 – 31st October 2023

Position: Front Office Admin

Duties and Responsibilities

- Consistently offer professional, friendly, and engaging service.
- Handle guest concerns and questions and react quickly and professionally.
- Manage purchasing of office and operating supplies.
- Manage and organize expense reports and submission.
- Follow Hotel policies, procedures and service standards.
- Handle assigned reporting, scheduling, communications, purchasing / receiving, printing, and overall office tasks assigned.

PROJECTS

- Analyzed existing processes and implemented automated Result Sheets and Data Tables using MS Excel. Streamlined data management, reducing manual effort and minimizing errors.
 - a) Conducted a thorough analysis of data management processes.
 - b) Developed and implemented automated Result Sheets for efficient data presentation.
 - c) Created Data Tables to organize and structure information effectively.
- Led a group project focused on data analysis using MS Excel. Collaborated with team members to extract valuable insights and present findings effectively.
- Enhanced proficiency in MS Excel by improving knowledge of formulas and functions, including IF, VLOOKUP, INDEX, and MATCH
- Completed the Final Project for a Student Management System using Visual Studio and MS SQL Server.
 - a) Developed the Student Management System using Visual Studio.
 - b) Designed and implemented the database using MS SQL Server.
 - c) Ensured seamless integration of front-end and back-end components.

EDUCATION

Diploma in IT (Di-TEC)

2022-2023

Completed a UK Pearson Assured diploma in IT at ESOF Metro Campus with a distinction pass

Collaborated with MS Excel projects

Awarded as the Best performer of IT performer of IT

Diploma in Business English (DiBE)

2022-2023

Completed a UK Pearson Assured diploma in Business English with a distinction pass

Improved of Email and Formal letter formatting

EXTRA QUALIFICATIONS

Adobe Photoshop

Adobe Premiere Pro

Adobe After Effects

LANGUAGE SKILLS

- English 
- Hindi 
- Tamil 

ACTIVITIES

- Led a Presentation under my leadership regarding the Development of IT and won the first place among other teams
- Guided my friends to successfully completed the project of Student Management System
- Video editing, Graphic designing and Music Composing as a hobby and further more try new formulas and functions in MS Excel

REFERENCE

- Vidushan Sudesh UA
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