



PAVITHRA MALINDA RANGODAGE

Seeking challenging opportunity where I will be able to utilize my strong Organizational skills and ability to work with people, which allow me to grow personality and professionally. I am a hardworking person, self-motivated team player with excellent written and oral communication skills, with the ability to adapt to new working environments and difficult situations. I am also a quick learner who possesses responsible leadership as well.

PERSONAL

- Name**
Pavithra Malinda Rangodage
- Address**
Salama st , vila 8, Nyadhat
Al ain
- Phone number**
0568695525
- Email**
pavithramalinda375@gmail.com

INTERESTS

- Traveling, Hiking, Music

LANGUAGES

- English ★★★★★
- Sinhala ★★★★★
- Japanese ★★★★★



WORK EXPERIENCE

- Jun 2014 - Mar 2017 Savings Officer**
Citizen Development Business Finance PLC, Colombo/ Sri Lanka
Answers customer questions and provides general information on banking services and policies. Answers incoming phone calls, transfers calls, and takes messages when necessary. Follows up on minor customer issues. Processes and distributes incoming mail; prepares outgoing mail for pickup.
- Sep 2017 - Oct 2019 Grill Cook**
Outback Steakhouse, Tokyo/Japan
Slicing, cutting, shredding, tenderizing, and skewering meat and vegetables. Braising and grilling meat and vegetables. Checking that ingredients remain fresh and safe for consumption. Preventing cross-contamination.
- Mar 2018 - Aug 2021 Cashier**
Family Mart, Tokyo/Japan
Cashiers have many vital duties in retail-based establishments. They are responsible for processing and receiving payments and issuing receipts to customers as they leave with their purchases. Cashiers also handle additional items necessary, such as coupons, while providing an excellent customer service experience.
- Jun 2019 - Apr 2021 Pizza/Pasta cook**
Zaiseriya, Tokyo/Japan
preparing pizza dough, slicing and chopping toppings like vegetables and meats and executing customers' orders considering special requests. To be successful in this role, I have experience with various pizza types and be available to work during business hours.
- Jul 2021 - Jan 2023 Bar/Waiter and Receptionist**
montoak(モントーク), Tokyo/japan
Manage the front desk by receiving incoming calls, greeting and attending to customers. Inform guests about the availability of tables and direct them to the tables. Keep records of guests who visit the restaurant. Assist customers with answers to queries, and proffer solutions to issues within your capacity.



EDUCATION AND QUALIFICATIONS

- 2007 - 2010 G.C.E O/L**
Nayakakanda Boy's School, Colombo/Sri Lanka
- 2011 - 2014 G.C.E A/L**
Christ King College Tudella, Colombo/Sri Lanka
- Jan 2011 - Apr 2011 English Diploma**
British Way English Academy, Colombo/Sri Lanka

- Apr 2017 - Mar 2019 **Japanese Language**
Tokyo Waseda Gaikokugo Gakko, Tokyo/Japan
 - May 2019 - Apr 2021 **Business IT**
Nakano school of business, Tokyo/Japan
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SKILLS

Microsoft Office	★ ★ ★ ★ ★
PowerPoint	★ ★ ★ ★ ★
Excel	★ ★ ★ ★ ★



VISA STATUS : VISIT VISA



REFERENCES

- Al ain cooperative society **Shehani Koshila Rajasinghe**
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