



# CHANUKA RASHINI

## ABOUT ME

I am a diligent worker who is enthusiastic, self-driven, dependable, and accountable. Being a responsible team player, I am able to quickly adapt to any challenging situation. I am seeking an internship opportunity that will allow me to enhance my knowledge and skills while supporting the organisation to achieve its objectives.

## EDUCATIONAL QUALIFICATIONS

- G.C.E. Ordinary Level Examination | 2016
- G.C.E. Advanced Level Examination | 2019
- Successfully completed a Diploma course in IT at ESOF Metro Campus | 2018
- Successfully completed a Diploma course in English at ESOF Metro Campus | 2018

## WORK EXPERIENCE

### Receptionist (2021 September - 2022 February)

#### The white house hotel Sri Lanka

- Greet and welcome guests as soon as they arrive at the office.
- Direct visitors to the appropriate person and office. Answer, screen and forward incoming phone calls.
- Ensure reception area is tidy and presentable, with all necessary stationery and material.
- Provide basic and accurate information in-person and via phone/email.
- Receive, sort and distribute daily mail/deliveries.
- Update calendars and schedule meetings

### Concierge (2021 February - 2021 August)

#### Sakura Paradise Hotel Sri Lanka

- Provided outstanding customer service, ensuring a positive experience for guests
- Offered detailed information on local attractions, dining options, and events.
- Managed reservation requests and coordinated bookings for various services.
- Addressed and resolved guest complaints professionally, maintaining a positive reputation
- Efficiently managed the concierge desk, handling multiple tasks simultaneously.

## CONTACT INFO



0562319265



wickramanayakerashi@gmail.com



Hamdan Street Abu Dhabi.

## PERSONAL PROFILE

- **Full Name** : Kaluwa Dewa Chanuka Rashini Wickramanayake
- **Date of Birth** : 2001 January 03
- **Civil Status** : Married
- **Gender** : Female
- **Nationality** : Sri Lanka
- **Passport Number** : N9306223
- **High School** : Ananda Central College - Elpitiya

## LANGUAGE SKILLS

- Sinhala
- English

## IT LITERACY

- Microsoft Office
- Internet & Email
- Social Network

## NON-RELATED REFREES

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Mr. W.O Bawantha

Manager,

SL Paradise,

Ambalangoda,

Sri Lanka.

Tel: +9477 1732151

Email:

bawantha.paradise@gmail.com

## STRENGTHS

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- Self motivated and self managing.
- Ability to communicate clearly and effectively.
- Excellent management with good hospitality.
- Fast learner with Ability to excel.
- Good analytical and managing skills.

## INTERPERSONAL SKILLS

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- Communication Skills
- Multi tasking
- Flexibility
- Technological skills
- Documentation skills