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Sharjah, Alnahda

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Personal details

Gender- Female
Nationality – Sri Lankan
Date Of Birth -30-08-1997
VISA- Employment VISA

Languages

- English – Fluent
- Sinhala – Native language
- Hindi – Intermediate

SKILLS

- Proficient in Microsoft office (Ms.Word, Excel.
- Using windows software
- Customer service

RASHMI UPEKHA

Office Assistants

Dedicated to achieving client’s satisfaction and employee’s retention. Able to focus on hard work and under pressure and developed strategies and meet or exceed company expectations. Strong rapport with colleagues and clients based on knowledge, professionalism and integrity.

PROFESSIONAL EXPERIENCE

Office Assistants

April/2022– Present

Night to Night Department Store Sharjah

- Updating paper work, maintaining documents, and word
- scan and copy documents.
- Banking transactions and carrying out basic bookkeeping.
- Set-up and assure the smooth functioning of all office equipment’s/ system including; facilities, telephones, computer network, internet printers and etc. in making decisions regarding suitable purchases based on their specific likes.
- Maintain trusting relationships with suppliers, customers and colleagues
- Answer phone calls and direct callers to the appropriate party

Banking Assistant

2018 Sep – 2022 Feb

Pan Asia Banking Corporation, Sri Lanka

- Help to customers including open new accounts, deposit and withdrawal form filling.
- Answering customer questions about all aspects of banking products, services, and options
- Processing incoming deposits from customers by updating records in the accounting system and verifying amounts with customers.
- Maintaining staff records such as org charts, mailing lists, etc.
- Assist with arrangement of meetings, conference calls and internal and external clients

Education

- GCE Ordinary Level 2013
H/ Walasmulla National school Walasmulla 2007-2013.
- GCE Advanced level 2016
- H/ Walasmulla National school Walasmulla 2013-2016

Certifications

- Diploma in English Communication skills - Toffel Institute, tangalle Srilanka(04-2019.
- National Trade Certificate in Computer Application - NAITA Walasmulla Srilanka(10-2017.