



ABOUT ME

I am highly motivated and organized individual with excellent communication and interpersonal skills. I have a strong ability to multi – task and prioritize duties in a fast – paced environment. I computer literate and proficient in Microsoft Office Applications. I am also able to work independently and as part of a team. I am confident that I would be a valuable asset to your organization as a Receptionist.



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Al barsha UAE

LANGUAGES

- ◆ Sinhala
- ◆ English

EXPERTISE

- ◆ Excellent Communication skills, both verbally and written.
- ◆ Strong interpersonal skills, including the ability to interact positively with clients and visitors.

G. S. A. Ravindu Randika

EXPERIENCE

1) Worked as a Receptionist in Hotel Ranwill (March -2017–February 2020)

Responsibilities

- ◆ Greeting guests upon arrival and welcoming them warmly.
- ◆ Answering phones, both incoming and outgoing, in a professional and courteous manner.
- ◆ Checking guests in and out of the hotel, including verifying identification and payment methods.
- ◆ Handing and directing email and inquiries from guests.
- ◆ Providing basic information to guests, including restaurant recommendations and hours of operation.
- ◆ Managing the front desk, including keeping the area clean and organized.
- ◆ Good time management and organization skills.
- ◆ Ability to multitask and prioritize task in a fast paced environment.
- ◆ Proficiency in computer applications, such as MS Office.
- ◆ Ability to work independently and as part of a team.
- ◆ Exceptional problem solving and customer service skills.

2) Worked as Receptionist in Cinnamon Grand Hotel (February 2022 – April 2024)

Responsibilities

- ◆ Answering and directing calls in professional manner.
- ◆ Greeting and welcoming visitors in a friendly and helpful manner.
- ◆ Directing visitors to the appropriate person or department.
- ◆ Keeping a clean and organized office lobby and waiting area.
- ◆ Managing and maintaining the front desk, including mail and deliveries.
- ◆ Providing basic information to visitors and guests.
- ◆ Handling and directing emails and inquiries.

EDUCATION

- ◆ **School Attended : Wesley College**
- ◆ Passed the (Advance Level) Examination in 2014

OTHER SKILLS

- ◆ Strong attention to detail.
- ◆ Ability to remain professional and calm under pressure.
- ◆ Ability to use and operate office equipment, like photocopiers and fax machines.
- ◆ Knowledge of basic accounting principals for handing cash and credit card transactions.

I do hereby declare that the given above information are true and correct to the best of my knowledge.

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Date

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Signature