

PRAMUDI PEIRIS

Personal details

Name

PRAMUDI PEIRIS

Email address

pramudidewindi@gmail.com

Phone number

+971558088611

Address

DUBAI

Date of birth

January 20, 2002

Gender

Female

Nationality

SRI LANKA

Civil status

Unmarried

Skills

PROBLEM SOLVING



COMMUNICATION



ATTENTION TO DETAILS



LEADERSHIP



PRESENTATION SKILL



INITIATIVE



TIME MANAGEMENT



Legal Documentation Handling



Customer Service Excellence



Cash Handling Accuracy



Education

2020

PASS THE ORDINARY LEVEL EXAME IN 2017

MAHANAMA COLLAGE, PANADURA

2020

PASS THE ADVANCE LEVEL EXAME IN 2020

MAHANAMA COLLAGE, PANADURA

- Gained in-depth knowledge in advanced subjects, facilitating a strong foundation for higher education

Oct 2020 - Oct 2021

COMPUTER DIPLOMA

LAK COMPUTER TECHNOLOGY, PANADURA

- Ms Office
- Internet Application
- Computer Concepts
- HTML

Employment

Mar 2022 - Jan 2025

PERSONEL ASSISTENT

LAWYER.SAKHILA WERANIYAGODA, PANADURA

- Handling all leagal/title documentation work.
- Customer Handling and time mangment.
- Led event planning, resulting successful meetings.
- Mastered office software, enhancing team efficiency.
- Provided top-tier client service.

Oct 2020 - Feb 2022

Cashier

TRANZ PHARMA, COLOMBO

- Processed customer transactions accurately and efficiently, maintaining a balanced cash drawer.
- Managed cash register operations, including opening and closing procedures.
- Provided exceptional customer service by addressing inquiries and resolving issues promptly.
- Assisted in inventory management by tracking product availability and restocking items as needed.
- Maintained cleanliness and organization in the cashier area to enhance the shopping experience.