

# MICHEAL ANTONY RUMESH ANTONY

## PROFILE

I am a keen, hard working, reliable and excellent time keeper. I am a bright and receptive person, able to communicate well with people at all levels. I am good at working using my own initiative and I am flexible in my approach to work duties. I have a good sense of humour and a pleasant approach.

## WORK EXPERIENCE

### GOLD LAND TRADING COMPANY

2017- 2019

#### Shipping

- processing information, maintaining an accurate record of all transactions, inspecting goods, and organizing an efficient transport of goods.
- handle shipping and transportation, while also offering advanced warehouse management, inbound freight coordination, order fulfillment, and outbound shipping and delivery.

### Hybrid Hub by Edirisinghe

2019- 2021

#### Brothers

##### Office clerk

- greeting visitors, updating records, making appointments, offering advice and information, maintaining the premises clean and organized, and solving various problems.
- Monitoring and replenishing office supplies, such as stationery, pantry items, and toiletries. Collecting and distributing incoming and outgoing mail, packages, and documents. Running errands for the office, such as purchasing office supplies, delivering documents, and making bank deposits.
- the ability to file, make photocopies, post outgoing mail, sort and distribute incoming mail, sign for deliveries, and send faxes.

### stassen group

#### Sales associate

2021 - 2022

- Present, promote and sell products/services using solid arguments to existing and prospective customers
- helping customers find their perfect solution and get the most out of whatever what's available for them
- selling products and meeting customer needs while obtaining orders from existing or potential sales outlets. They ensure that the customer is satisfied and adequately taken care of while making a purchase. Thi

### E.CON NETWORKS (PVT)

2022 - 2023

#### LTD

##### It Technician

- Designing and installing well-functioning computer networks, connections, and cabling. Performing troubleshooting of system failures and identifying bottlenecks to ensure long-term efficiency of the network. Testing and configuring
- software and maintaining and re pairing hardware and peripheral devices.
- Takes orders over the phone and in person. Advises customers on technical matters and recommends appropriate computer configurations



## CONTACT

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## EDUCATION

2007 - 2017

DHILSHAATH

INTERNATIONAL COLLEGE

- London syllabus

2018 - 2019

TURNKEY IT CAMPUS

- Hardware Engineering with Networking

## SKILLS

- Communication
- Empathy
- Teamwork
- Time Management
- Creativity
- Adaptability
- Self-Motivation

## LANGUAGES

- English (Fluent)
- Tamil (Fluent)
- Sinhales (Fluent)