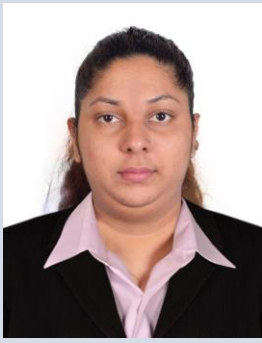


STEPHINI NATALIYA

Location – BUR DUBAI UAE

Email – stephininataliya3@gmail.com

Contact – 0561218525



PROFFESIONAL SUMMERY

To work in an organization where I can use my experience and skills in administration for the benefit of the organization whilst improving my knowledge and experience.

SKILLS

- Office management
- Customer care
- Multitasking
- Time management
- Team worker
- Communication
- Organizing

EDUCATION

- G C E Ordinary Level
2005- 2015
- Pre & primary teacher
training diploma – 2017

LANGUAGES

English / Sinhala

- Holding Own Residence
Visa
- DOB – 03rd August
1999
- Marital Status –
Married
- Nationality – Sri Lankan

WORK EXPERIENCE

SALES CUM ADMIN EXECUTIVE - TYVEK WRISTBANDS SRI LANKA

JUNE 2023- SEPTEMBER 2023

- Handling data entry of documents
- Handling daily sales reports
- Updating sales records
- Inventory controlling
- Updating stock
- Doing counter sales
- Negotiating contracts and packages
- Managing day to day office operations
- Handling reception area
- Dealing with clients via social media
- Organize and schedule meetings with customers

SALES & ADMIN ASSISTANT – NIKON STUDIO SRI LANKA

2019-2021

- Managing office reception
- Making minor edits of photographs
- Printing photographs
- Establishing new businesses
- Making sales calls
- Handling customer inquiries
- Participating in sales meetings
- Handling back office
- Handling office tasks
- Corresponding to emails

PRE SCHOOL TEACHER – INFANT JESUS PRE SCHOOL SRI LANKA

2018

- Develop a careful and creative program suitable for preschool children
- Employ a variety of educational techniques (storytelling, educational play, media etc.) to teach children
- Observe each child to help them improve their social competencies and build self-esteem
- Encourage children to interact with each other and resolve occasional arguments
- Guide children to develop their artistic and practical capabilities through a carefully constructed curriculum (identify shapes, numbers or colors, do crafts etc.)
- Organize nap and snack hours and supervise children to ensure they are safe at all times

Reference will be given upon request.