



THILINA DHANUSHKA

• Date of Birth : 13/12/1992

• Nationality : Sri Lankan

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CAREER OBJECTIVE

To work in a progressive environment in which offers enough challenges and opportunities for me to expand upon my knowledge and grow as a competent professional, while adding value to the organization.

SKILLS

- Results-oriented
- Business development
- Organizational capacity
- Operability and commitment
- Quick learning and understanding ability
- Good manners commitment towards work obligation
- Teamwork and Leadership Qualities.
- Ability to motivate staff and maintain good relations
- Communication Skills
- Resistance to stress

Languages

Singhala	100%
Hindi	90%
English	75%

Work Experience

- **HR Trainee(1year)**
Polytex Garments (Pvt) Ltd, Sri Lanka.
 - Recruitments.
 - Member of Grievance Handling Team.
 - Handled Personal Files.
 - Maintained Gratuity Payment Documents.
 - Assist to time & Attendance Process.
 - Assist for the Company Events.
 - Handled the bank Matters of Employees by Liaise with Banks.
- **Office assistant**
Amaya Green Hotel (Pvt) Ltd, Sri Lanka.
 - Maintain computer and manual filing systems.
 - Coordinate office procedures.
 - Contribute to team effort by accomplishing related results as needed.
 - Assist in Welfare activities
 - Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, participating in professional societies.
- **Cashier (2 Years)**
Luna General Trading in Dubai, UAE
 - Greeting customers and answering their questions.
 - Helping customers to locate items, providing advice or recommendations.
 - Operating cash registers.
 - Processing refunds and exchanges.
 - Pretty cash handling.
 - Bagging or wrapping items.
 - Maintaining a clean work place.

EDUCATIONAL QUALIFICATIONS

- Sri Chandrajothi M. V. in Sri Lanka. Passed G,C.E. Advanced Level Examination
- Sri Chandrajothi M. V. in Sri Lanka. Passed G.C.E. Ordinary Level Examination in 2008.

I hereby certify that the above information furnished by me is true and accurate.

Yours faithfully,
THILINA DHANUSHKA