



S. THILINI UDESHIKA

PROFILE

I am an energetic, hardworking cashier valued for fast, friendly service and accuracy in handling customer transactions. Address customers' needs while quickly moving them through the check-out process. Passionate about serving others and eager to take on new responsibilities and leadership roles.

CONTACT

PHONE:

+971527455158

ADDRESS:

205, Al Dana Building, Al Makhtoom ,
Al Rigga, Dubai, UAE

EMAIL

thiliudeshika97@gmail.com

PERSONAL DETAILS

NATIONALITY:

Sri Lankan

PASSPORT NO:

N/8310469

DATE OF BIRTH:

03/04/1997

CIVIL STATUS:

Married

VISA STATUS:

Visit Visa- (Ex.D.11/03/2024)

WORK EXPERIENCE

Software Assistant

J.M, Wickramarachchi & Co (Pvt) Ltd , Sri Lanka

Oct 2020– Dec 2023

- Played an integral role in software development and maintenance.
- Contributing to the efficiency and functionality of company systems.
- Employed problem- solving skills and collaborated with a team to achieve project objectives .

Office assistant

Studio Digital Media , Sri Lanka

Dec 2018- Dec 2019

- Manipulation, organization and arrangement of data in computer
- Checking inventory and update everything.
- Helping the staff for every documentation jobs.
- Keep everything arranged in the office.
- Maintain the cleanliness in workplace.

Preschool Assistant

St. Joseph Nursery - Sri Lanka

Aug 2017- Aug 2018

- Plan and prepare activities, materials and lessons.
- Teach children in safe and positive environment.
- Speak to parents and careers about their children's development.
- Monitor children's progress and report any issues.
- Reception of children.
- Keeping the classroom tidy and clean.
- Working efficiently throughout the day.
- Spending loving time with children
- Guiding children for good habits

Skills

- Computer Literacy (MS Office)
- Punctual
- Quick Learner
- Efficient
- Calculate Numbers
- Creative
- Hard working
- Excellent customer service
- Excellent communication skills
- Working based on targets
- Languages –English , Sinhala

EDUCATION

GCE Advanced Level

2016 – Passed

GCE Ordinary Level

2013 – Passed

CERTIFICATION

- Successfully completed the English intermediate British Council Sri Lanka.
- Successfully completed the Hotel operation course Swiss Lanka Hotel Sri Lanka .

I hereby certify that the above particulars given by me are true and correct to the best of my knowledge.

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Thilini Udeshika