



DAMANTHA PERERA

LET'S CHAT:

- Contact No: +971554596061 (Whats app- +94713760486)
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WORK EXPERIENCE:

Payment Coordinator – SOFTLOGIC Supermarkets (Pvt) Ltd,

2020 – 2022 (2 Years)

- Supplier GRN issues and invoices, payment issues.
- Document Filling & Maintenance Work.
- Daily check and reply to supplier mails.

Office Boy – COMMERCIAL Bank Ceylon PLC, Srilanka

2018 – 2020 (2 Years)

- Data entry, filling, Photocopy and Scanning
- Maintain the cleanliness in all office & Kitchen supplies.
- Preparing tea, coffee for staff, visitors.

Pizza maker- Larista Bar Pizzeria Ristorante – MALAYSIA

2015 – 2017 (2 Years)

- Preparing Pizza Dough, Sauces, & Various toppings.
- Cutting Vegetables, meat and fruits.

Kitchen Steward -Concord Hotel- UAE Fujairah

2023- Jan to 2023- Jun (6 Month)

- Maintain the area with cleaning and washing used dishes.

EDUCATIONAL INFO:

Malaysia Skills Certificate in Food preparation and Production

(Level 02 and Level 03)

Asian Culinary Academy (Demi Chef)

London English - Level - Ed Excel International

LANGUAGE:

- English - Professional Working Proficiency (Fluent)
- Sinhala - Fluent

I do hereby certify that the above particulars furnished by me in the above CV are true and accurate to the best of my knowledge.

A. Damantha Perera

PERSONAL PARTICULARS:

- Name in full: A. Damantha Perera
- Location: 2nd Street, Deira, Dubai - UAE
- Date of Birth: 25th May 1986
- Age: 36

PROFILE:

I want to utilize the knowledge and skills acquired from academic, professional and work experience in a challenging environment. Keen to learn international and local standard and best practices maintain high standard in every aspect of works.

SKILLS:

MS Office and Data entry.

Ability to multitask and manage priorities effectively

Maintain, Cleaning and washing the relevant areas

Able to manage conference calls effectively

Strong problem solving, multitasking skills, and organizational expertise.

Ability to deal effectively with month end closing deadlines

Maintain a positive attitude and calmly respond to customers complaints.

Exceptional organization skills

Giving full attention to what other people are saying, taking times to understand the points being made.

Pizza making, cooking and Cutting vegetables, meats and fruits.

Demonstrated analytic and problem-solving skills.

Fast learner and a dedicated personality.