



GAVINDU VIRAJ

ABOUT ME

I am a dedicated, organized and methodical individual. I have good interpersonal skills, am an excellent team worker and am keen and very willing to learn and develop new skills. I am reliable and dependable and often seek new responsibilities within a wide range of employment areas. I have an active and dynamic approach to work and getting things done. I am determined and decisive.

I identify and develop opportunities



ADDRESS

Deira,
Dubai.



PHONE

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+94 - 773662459

(whatsapp)



EMAIL

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SKILLS

- Excellent Interpersonal and Communication skills
- Outstanding Persuasion and Negotiation skills
- Being able to relate to and provide service for customers' needs & requirements
- Deep knowledge of the selling process and the ability to put it into practice

LANGUAGES

Sinhala ●●●●●

English ●●●●●

NON-RELATED REFERENCE

1. Mr. Anjana Dishan
Head Of HR
Blue Ocean Group of Companies
0775256541
2. Mr. Haren Perera
Chief Executive Officer
AMSK Energy (Pvt) Ltd
0770880833

PROFESSIONAL EXPERIENCE

AMSK Energy (Pvt) Ltd | Senior Admin & Sales Officer

2022 Nov – 2023 Sep

JSF Holdings (Pvt) Ltd | Senior HR Executive

2019 Jan – 2022 Aug

- Key responsibilities:
- Preparing & Maintaining Personal files
- Check & update the leave balance
- Preparing monthly attendance sheet
- Prepare & finalize the group monthly Payroll
- Preparing EPF & ETF Documents
- Preparing appointment letters, Confirmation letters etc.
- Doing the interviews with Management

Cargills Food City | Sales and Marketing Assistant

2018 Jan – 2019 Jan

- Acting as the first point of contact for the shop's existing and new customers
- Till operation, serving customers and directing them around the shop
- Handling customer queries and complaints on a day to day basis.
- Recording and maintaining customer records and sales inquiries
- Keeping calm and professional when dealing with aggressive customers
- Giving expert advice on product selection to customers
- Arranging window displays (and special promotions)
- General cleaning and maintenance of the shop.

Hotel Italia Ambalangoda | Management Supervisor

2017 Feb – 2018 Jan

- setting up and rolling out marketing and promotional campaigns for the hotel
- liaising with guests and handling complaints

EDUCATIONAL QUALIFICATIONS

Human Resource Management Certificate Course

The Open University of Sri Lanka Completed in 2019

Computer Application Assistant Course

Information & Communication Unit of Sri Lanka

Completed in 2018

IHRA Spoken English

University of Colombo Completed in 2016

English – University of Cambridge ESOL Examinations

Cambridge Young Learners English Course Completed in 2008

GCE Advance Levels

Completed in 2016

GCE Ordinary Levels

Completed in 2012

OTHER QUALIFICATIONS

- I have been qualified as the best inventor of the year
- (junior) in 2008 under the subject stream of practical
- and technical skills.
- I was the Treasurer of the college astronomical society
- in 2010.
- I was a member of the college Buddhist society in 2008

I do declare the above-mentioned details are true and accurate to the best of my knowledge.

2023.10.19

Date

Signature