



CONTACT INFORMATION

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: Street 5, Mira oasis 2, Dubai, UAE .

PERSONAL INFORMATION

Full Name :- Koku Hannadige Rameesha
Kaumadi Sasera

Visa status :- Visit

Date of Birth :- 25th of April 1995

Gender :- Female

Marital Status :- Married

Passpot No :- N10555992

Nationality :- Sri Lankan

LANGUAGES

ENGLISH

SINHALA

Written
Speaking
Reading
Listening

Written
Speaking
Reading
Listening

RAMEESHA KAUMADI SASERA

ABOUT ME

I am a Self - Motivated Person who likes to work hard and achieve good results. To enhance my knowledge and capabilities by working in a dynamic organization that prides itself in giving substantial responsibilities to new talent. I enjoy learning things and I am always keen to learn new skills and experience. To put all my efforts and knowledge to ensure the best output and to make organization reach great position, I work with. Moreover, I would like to work with other professional to improve my skills & to develop exceptional relationship with co-worker, management and end users. I am looking forward to being able to work with an employer and be of benefit to their company.

WORK EXPERIENCE

RETAIL SALES EXECUTIVE AND CASHIER

DEC 2021 –NOV 2023

Keells Super Center, Sri Lanka

Responsibilities and Duties

- Service customers selling products supervise and meeting customer needs
- Focuses sales efforts by studying existing and potential volume of dealers.
- Contributes to team effort by accomplishing related results as needed
- Adjusts content of sales presentations by studying the type of sales outlet or trade factor
- Monitors competition by gathering current marketplace information on pricing, products, new products, delivery schedules and merchandising techniques

FRONT RECEPTIONIST & GUEST SERVICE ASSISTANT

JULY 2020 – SEP2021

New beach hotel, Sri Lanka.

Responsibilities and Duties

- Answer and forward phone calls and manage guest booking and reservations.
- Greet all guest and assist them with check in and check out and maintain a positive attitude and friendly demeanor.
- Respond to all guest questions and requests
- Assist with administration and clerical tasks as needed.

FRONT OFFICE ASSISTANT & CALL CENTER REPRESENTATIVE

May 2018 – April 2019

Hatton National Bank in Tangalle Branch, Sri Lanka.

Responsibilities and Duties

- Conducting financial analysis and conducting various researches
- Data modeling and data entry
- Meeting and greeting visitors to the office
- Documenting and entering sales invoice.
- Solution development and delivery
- Financial evolution
- Handling incoming / outgoing calls, correspondence and filing

JUNIOR SALES ASSISTANT & TELESales ASSISTANT

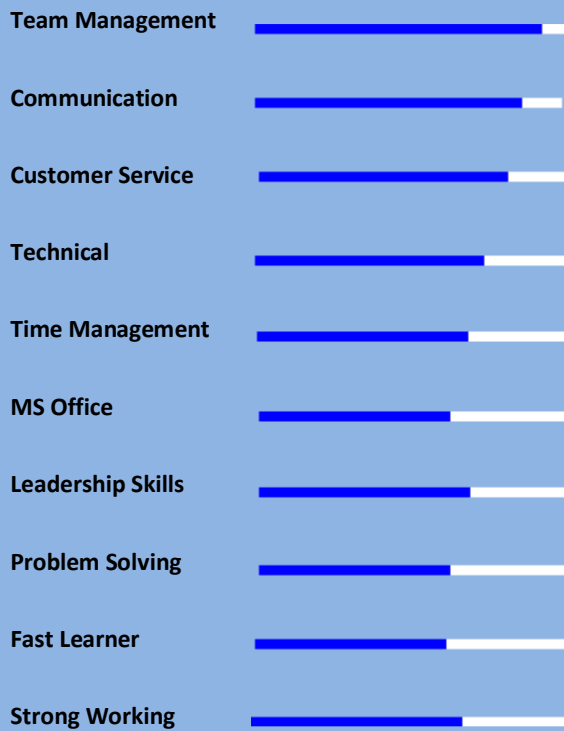
Mar 2017 – Apr 2018

Hatton National Bank in Tangalle Branch, Sri Lanka.

Responsibilities and Duties

- Managing all marketing collateral to the best customer experience
- Collaborate with Harry's internal teams, including Operations, Supply Chain, Finance, Marketing and Creative, to drive achievement of goals for key accounts
- Support for invoicing, credit memos and payments
- Creative team to ensue marketing materials reflect the brand
- Daily recognition and posting of all cash receipts to the general ledger
- Provides historical records by maintain records on area and customer sales.

SKILLS HIGHLIGHTS



STRENGTH

- I am an enthusiastic team member and can work independently in the task.
- I can work in any hard / emotional situation with problem solving ability.
- I am capable of working honestly and actively.
- Comfortable Interacting with Professional at all levels.
- Innovative and able to develop new idea.
- Strong interpersonal skills like maintained positive relationship with clients, staff and vendors.

RECEPTIONIST AND CUSTOMER SERVICE ASSISTANT
Granton International (Pvt) Ltd

Nov 2015 –Dec 2016

Responsibilities and Duties

- Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately.
- Providing the appropriate issues that they cannot solve to management
- Resolving customer complaints and issuing refunds as needed
- Answer customers questions about specific service
- Receiving and sorting daily mail and distribute daily mails
- Order front office supplies and keep inventory of stock and update calendars and schedule meeting.
- Recording and maintain office expenses and coordinating internal , external events and maintain safety and hygiene standards of the reception area.

PROFESSIONAL QUALIFICATION

SUCCESSFULLY COMPLETED HIGHER NATIONAL DIPLOMA IN ACCOUNTANCY
2016 - 2022

EDUCATION QUALIFICATION

PASSED THE G.C.E ADVANCED LEVEL EXAMINATION
Department of Examination in Sri Lanka

2014

PASSED THE G.C.E ORDINARY LEVEL EXAMINATION
Department of Examination in Sri Lanka

2011

OTHER QULIFICATION

- Participated a IELTS Certificate British Council
- Basic knowledge of MS office package
- Followed a human resources management course
- Industrial safety and 5s system
- Computer Knowles of workshop inventor and work XL

Certificates And Testimonials Would Be Produced At Interview For Further Confirmation. I Do Hereby Certify That The Particulars Submitted By Me Are True And Correct To The Best Of My Knowledge.

Your Sincerely
Rameesha Kaumadi Sasera