

# ASHEN RUSHEL

📍 DUBAI, UNITED ARAB EMIRATES

☎ +971556943232

## ◦ DETAILS ◦

Dubai, United Arab Emirates  
+971556943232  
Ashenrushel2000@gmail.com

## ◦ SKILLS ◦

Critical Thinking

Flexibility and  
Adaptability

Excellent Communication  
Skills

Leadership and  
Teamwork

Ability to Multitask

Computer Skills

## 👤 PROFILE

Hi, I'm Ashen Rushel. I've worked as a Salesman, Cashier, Data Entry Clerk, Technician and Website manger, gaining valuable experience in my worke, projects and events. I'm excited to share my journey with you. I am familiar with the customs and conduct of those around me..

## 📁 EMPLOYMENT HISTORY

### Salesman for Shop , Dubai

February 2024 — August 2024

As a Salesman I developed strong customer service skills by assisting clients in selecting products that met their needs. My role involved managing inventory and ensuring that product displays were well-organized and visually appealing. Through effective communication and a focus on customer satisfaction, I consistently achieved sales targets and contributed to a positive team environment.

Key Skills:

- Sales Strategies & Techniques
- Customer Relationship Management
- Negotiation & Closing

### Cashier at SUPERMARKET, Sri Lanka

January 2020 — March2021

Friendly and reliable Cashier More then [1] years of experience in providing excellent customer service, managing cash registers, and handling transactions efficiently. Skilled in processing payments, resolving customer inquiries, and ensuring smooth front-end operations. Adept at working in fast-paced environments and maintaining accuracy under pressure. Seeking to contribute strong customer service and cash handling skills at SUPERMARKET.

Key Skills:

- Cash Handling & Transactions
- Time Management
- Customer Service

### Data Entry Clerk at Bookshop , Sri Lanka

May 2021 — August 2022

Detail-oriented Data Entry Clerk worked with more then [1] years of experience in accurately entering, verifying, and managing data across various systems. Proficient in typing, maintaining data integrity, and using data entry software like Microsoft Excel . Adept at handling high volumes of information with precision and meeting tight deadlines. Seeking to apply strong organizational and multitasking skills in a fast-paced office environment.

Tasks and obligations include:-

- 1) Data Input.
- 2) Maintaining and Updating Databases.
- 3) Correcting Data Errors

### I worked as a Technician & Website manger ( Part Time ) ,Sri Lanak

September 2021 — September 2022

My responsibility :-

#### **Technician**

- Installed, maintained, and repaired hardware and software systems for clients, ensuring operational efficiency.
- Diagnosed and resolved technical issues in computers, networks, and other equipment, reducing downtime by 30%.
- Collaborated with team members to plan and execute technical projects, including system installations and server maintenance.

#### **Website manger (pcden.lk)**

- Managed and updated the company's website, ensuring smooth operations, optimal performance, and user experience.
- Implemented SEO strategies, resulting in a 15% increase in organic traffic over six months
- Collaborated with marketing and design teams to align website content with promotional campaigns and new product launches.

Projects I was involved in;

- 1) Gaming with us 2022
- 2) What is Networke 2023



## **EDUCATION**

#### **Hindhu National Collage Sri Lanka**

- Successfully completed ordinary level **(2016)**
- Successfully completed advanced level **(2019)**

#### **Esoft metro campus Sri Lanka**

- Successfully completed diploma in English
- Successfully completed IT & Computer Cours
- successfully completed diploma in computerized account  
**(QuickBook , Excel , MYOB , peachtree)**