Udaya Shantha
Office Assistant/Data Entry Operator/ Waiter

To obtain practical training that will allow me to utilize my academic knowledge, skills, and previous experience for the advancement of the company while studying and making myself grow with the company.

Contact

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Email
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Address
Al Quoz Industrial 4,
Dubai, U.A.E.

Details

Date of Birth: 01/09/1991

UAE ID: Visit Visa

Passport No:N7390810

Gender: Male

Civil Status: Single

Nationality: Sri Lankan

Education

2023
Person-in-Charge Advanced Certificate
TSI Quality Services - Dubai, UAE

2013 - 2014
National Diploma in Information and Communication Technology (ICT) (NVQ Level 5)
College of Technology - Galle, Sri Lanka

2012
National Certificate in Information and Communication Technology Technician (ICT) (NVQ Level 4)
National Apprentice Industrial Training Authority (NAITA) - Galle, Sri Lanka

2011
General Certificate of Education Advanced Level (GCE - A/L Bio Science)
Sri Lanka

2008
General Certificate of Education - Ordinary Level (G.C.E. - O/L)
Sri Lanka

Language

Sinhala

English

Hindi

Experience

2022 - 2023

All Spice Catering Services (L.L.C)
Al Quoz - Al Quoz Industrial Area 4 - Dubai.

Supervisor & Waiter (PIC)
The job responsibilities include updating a food watch system, checking food handler hygiene and responsibilities, supervising outside party setup, and serving food to guests.

2016 - 2022

FM Derana (Power House Limited)
Level 03, No. 320, "Deutsche House", T.B. Jayah Mawatha, Colombo 10, Sri Lanka.

Scheduling Executive and Documents Controller
The Job roll includes logging commercial schedules (Entering commercial Trailers and Tags), generating monthly invoices, monitoring commercials whether they are running in order and Issuing monthly Transmission Reports.

2014

Sri Lanka Survey Department
No. 150, Bernad Soysa Road, Narahenpita, Colombo 05, Sri Lanka.

Trainee Web & Software Programmer
Developed the system which helped to generate reports for the internal used of the department. Updated the General System so that the day to day operations to be in line with the requirement.

2012

Divisional Secretariat Office - Akmeemana
No. B 129, Walahanduwa, Galle, Sri Lanka.

Computer Application Assistant / Technician
Worked as a hardware technician carrying out repairing and maintaining Computer Hardware. Involved in MS Office functions such as MS Word, MS Excel and MS Power point etc...

Responsibilities

- Monitor employee hygiene, especially proper hand washing, and Exclude ill employees.
- Verify the receiving process, cooking, proper cooling, and storage of high-risk foods;
- Follow up on food-related complaints;
- Ensure that no unauthorized persons are allowed in the food preparation area/kitchen
- Greeting guests and taking drink and food orders
- Staying attentive to the needs of guests in the dining area
- Delivering food from the kitchen to the guests
- Ensuring the food order is made correctly by kitchen staff and looks presentable for guests
- Following health code standards with regard to the handling of food
- Insert customer and account data by inputting text-based and numerical information from source documents within time limits
- Compile, verify the accuracy, and sort information according to priorities to prepare source data for computer entry
- Research and obtain further information for incomplete documents
- Respond to queries for information and access relevant files

Skills

- Best communication (e.g., writing, active listening, etc.)
- good leadership, interpersonal skills, and teamwork.
- quick learner and adaptable to duty and responsibility.
- self-management and problem-solving skills and best computer skills.
- Strong Worker and skilled worker and Attention to detail and Confidentiality
- Organization skills, with an ability to stay focused on assigned tasks
- High school diploma; additional computer training or certification will be an asset