



LAKSHAN MADUSANKA

About Me

To I am seeking a challenging position that best utilizes my skills and allows opportunities for personal growth and also an environment that will offer avenues to increase my knowledge and skills.



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KH Residence ,DIP 1 United Arab Emirates

- Date of Birth: 26.07.1997
- Age: 26 years
- Sex: Male
- Passport No: N8218517
- IDNo: 784-1997-2883392-4
- Martial Status: Married
- Nationality: Sri Lankan

Language

- English
- Sinhala

Skills

- Ability to work independently
- Creativity
- IT Skills
- Data Entry Skills
- Problem Solving
- Collaboration
- Training and Development
- Leadership

Experience

Worked as a **Receptionist Cum Cashier** at **Ambalama Leisure Lounge** – 2018 Nov – 2020 Mar

- Managing reservations and customer inquiries
- Handling Lounge Billing System
- Filing and maintaining documents and records

Worked as a **Data Entry Officer, Aluminium Manufacturer, & Cashier** at **Alumill** – 2020 Feb – 2023 Feb

- Accurately enter databases & spreadsheets
- Keep detailed record of data entry activities & procedures
- Identify and address data related issues
- Regularly update and maintain databases
- Assisting in Aluminium Manufacturing
- Handling Cash and Cheques

Worked as a **CCTV Operator** at **KH Residence - Dubai Investments Park** – 2023 December to till now

Education

- Passed G.C.E. (O/L) – 2014
- Passed G.C.E. (A/L) – 2016
- Successfully completed Certificate in Information and Communication Technology (ICT) at IDM Sri Lanka
- Successfully completed 06 Months English Course at Vishwa Basha Nikethana
- Successfully completed Care Giving Training Course at The Sri Lanka Bureau of Foreign Employment from - 9/3/22 - 7/4/22
- Successfully completed Pre-departure Training Course at The Sri Lanka Bureau of Foreign Employment - 13/12/23 - 14/12/23

Skills Summary

Cashier 78 %

Data Entry 81 %