



SATHSARANI NIMESHA

CUSTOMER SERVICE REPRESENTATIVE

CONTACT

- 49, Green House, Viharagoda, Ambalangoda, Sri Lanka 80300
- Mobile : +9471 064 9410
- sathnimesha96@gmail.com

OBJECTIVE

- To join one of the prestigious organizations and build myself into a specific position which will bring out the challenging spirit in me allowing me to expand my capability and skills while contributing to the growth of the organization.

QUALIFICATIONS

- Following a Diploma in Human Resource Management, IMBS Green Campus, Sri Lanka
- Certificate in English Language, Institute of Human Resource Advancement, University of Colombo, Sri Lanka

SOFT SKILLS

- Computer Literacy including MS Office, Internet and Email
- Fluency in English Language
- Ability to work as a team
- Multi-tasking ability

EXPERIENCE

SALES SUPPORT OFFICER • UNION ASSURANCE PLC • RECENT
Customer service, sales and marketing support, internal assistance, target achieving, petty cash and branch maintenance

FRONT DESK EXECUTIVE • LUCAS HOTEL • NOV 2018 - SEP 2022
Handling reservations, front desk operations, petty cash handling, guest welcoming, customer service

RECEPTIONIST • JANUS PARADISE REST • JUN 2017 - JULY 2018
Handling reservations, front desk operations, petty cash handling, guest welcoming, customer service

ASSISTANT ADMIN OFFICER • KOLON GLOBAL CORPORATION, MATARA IV WATER SUPPLY PROJECT • AUG 2016 - APR 2017
Personal management, attendance and leave, pay roll maintaining, staff welfare management, petty cash

EDUCATION

BACHELOR OF COMMERCE (GENERAL) EXTERNAL DEGREE UNIVERSITY OF SRI JAYAWARDENEPURA, SRI LANKA
Following since 2021 up to now - Expected completion in 2024

G.C.E. ADVANCED LEVEL • 2015 • COMMERCE STREAM
Economics : Grade B English : Grade B Accounting : Grade C
Business Studies : Grade C Information Technology : Grade B

PERSONAL INFORMATION

- Full Name : Keppitiyagoda Sathsarani Nimesha
- Name with Initials : K S Nimesha
- Date of Birth : 26-12-1996
- Age : 26 Years
- Nationality : Sri Lankan
- Gender : Female