

CARMELITA VITHANAGE

Dubai

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WORK EXPERIENCE

- **HR Executive, Muneeb Marble and Maintenance Services LLC** , Dubai, United Arab Emirates(Feb 2020 to Present)
- **HR / Admin and Accounts Coordinator, Safetech Technical Services LLC**, Dubai, United Arab Emirates(Jan 2018 to Jan 2020)
- **Office Coordinator, Quickstep Technical Services**, , United Arab Emirates(Oct 2013 to Nov 2017)
- **Administrator, Globaleye Insurance Brokers** , , United Arab Emirates(Feb 2009 to Dec 2012)
- **PA to the Director in Dubai Branch, Corderoy International** , Dubai, United Arab Emirates(Dec 2007 to Jan 2009)
- **Front Office Coordinator, Continental Insurance Brokers**, Dubai, United Arab Emirates(Nov 2006 to Nov 2007)
- **Secretary, Lords Hotel Dubai** , Dubai, United Arab Emirates(Sep 1999 to Oct 2006)

EDUCATIONAL BACKGROUND

- , , **General Certificate of** , O, Education Advance Level

SKILLS

- **good communication skills**
- **good knowledge of hotel sales**
- **general certificate of education advance level**

PERSONAL BACKGROUND

° **Birthday:** - 1981-01-31