

NAWANJANA DHAMSARI ATTANAYAKA PERERA (RECEPTIONIST CUM DATA ENTRY)



CONTACT



1187, firestation road, Muwailiah,
Sharjah.

+971563969101

@ nawadhamsari@gmail.com

SKILLS

English

Hindi

Russian

Driven to achieve goals

Team work

Strategic planning

Fast learner

Creative problem solving

Customer satisfaction

Knowledge of Microsoft outlook,
word, excel, PowerPoint

Management skills, honest,
responsible, cooperative, gaining
new experience over time, an
exploration lover

LANGUAGES

OBJECTIVE

Diligent and personable confident and energetic customer service representative passionate about serving customers, Thrives in a challenging and fast paced environment, able to interact freely with customers and resolving issues quickly, I'm seeking a position in which my communication skills combined with my problem-solving skills can be useful. Capable of handling multiple tasks with keep customers happy while resolving their issues in the shortest time possible.

EXPERIENCE

Durdans hospital, Colombo

2019 - 2020

Receptionist

Receiving the customer's calls, assisting the customer and responding to his inquiries while following up on the customer's request and updating him, with considering the handling average time. Escalating some issues to the concerned party to provide the best service, following up the company's updates, price plans and new offers for bill and card customer's. In case of pressure, we assist the support staff for the terrestrial Internet under the supervision of technical support as team work

Asiri hospital, Colombo

2021 - 2023

Receptionist

Within the framework of hospital, meeting customer welcome the customer with giving informations about hospital and starting discussion with the customer requirements and what he looking for, the start presenting the available units that are in line with the customers requirements. View and availability payment methods with the professional way using the paper and pen for the unit and the additional features in the event of paying the full amount and the withdrawals offered by the hospital and Gifts, and then complete customers requirements.

EDUCATION

Dharmapala vidyalaya Pannipitiya

2012

Ordinary level

7A,2B,1C

Hindi

English

Russian

Sinhala

Dharmapala vidyalaya Pannipitiya

2016

Advanced level

1C,2S

PROJECTS

Child care management

I have worked as a partner of Durdans hospital, child care project

ADDITIONAL INFORMATION

I have two year freelance visa .