

Shyamali Bulathge

0225075812

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1-15A King Street , Taradale, Napier

Summary

Highly accomplished with 18 years of experience in an office environment

Key skills

- Good computer knowledge including Microsoft Office, particularly Word, Outlook, PowerPoint and Excel
- Good communication skills and ability to engage effectively with people from varied backgrounds and professions
- Driver's License and ability as required.

Education

Bachelor of Science, University of Sri Jayewardenepura

Key Attributes

- Able to Monitor CCTV
- Record keeping and report writing
- Can Provide assistance to customers in-store
- Industry experience in Loss Prevention
- Confident in decision making under pressure
- Customer Service Skills
- Strong communication skills both verbally and written
- Proven experience in handling challenging people and situations
- Understand that confidentiality is imperative Have experience with cleaning and meal preparation.
- Can do hard work.
- Excellent presenting skills and good attention
- Like to spend most of shift standing.
- Initiative and the drive to learn and develop.
- A positive and welcoming attitude, you love being an integral part of a team.
- The ability to juggle multiple tasks to tight deadlines.
- Proactive – asks where value can be added.
- Ability to self-manage and be adaptable.
- Ability handles new task and system quickly.
- Flexibility to take on a variety of tasks in a range of different work environments
- Excellent communication skills, written and verbal
- A positive can-do attitude and self-motivation

Interests

I am an active and social person who enjoys volunteering and being involved in community activities.

References

Indra Kanthi Gamage
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New Market
Auckland
0291238961

Hemal Wijemuni
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Central Lower Hut/Wellington
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