



Résumé

No:151/28

Jampattah Street

Colombo 13

Sri Lanka.

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Alexiya Brayoni Gabriel

PROFESSIONAL OBJECTIVE

To hold a challenging position in the corporate sector and to assume a leadership role, inspiring people at all levels and ultimately adding value to shareholder wealth, employee enrichment and customer experience with professional advancement through diligent and honest work.

STRENGTHS

- Self-motivated, dynamic, committed, result oriented personality
- Ability to understand the inter-relationship and interactions among various disciplines of an organization
- Confident and decisive in understanding and communicating with people inside and outside of an organization
- Ability to recognize and act creatively and effectively on problems and opportunities confronting an organization using appropriate tools and techniques
- Able to meet challenges of working in a highly competitive environment

WORK EXPERIENCE

01. Ideal Motors (Pvt) Ltd

Joined with Ideal Motors (Pvt) Ltd (Group of Company) in 2011 as Telephone Operator and promoted to Receptionist and coordinator in Administration Department in 2014.

Currently serving as Receptionist and Coordinator – Administration Department

Current Job functions

- Responsible for all Distribution related function with Island wide registered Vehicle dealers and Ideal Branches.
- Servicing as Ideal group coordinator and responsible for maintain high level of PR skills with stakeholders.
- Maintain company inventory related to items of promotions and other stationaries.
- Working related to “Free Insurance” of vehicles with AIA Insurance Lanka PLC and responsible for send all insurance related documents to our clients.
- Responsible for Payments and other commission related activities of the company.
- Supervising new comers and guiding them to be familiar with the company.
- Working and coordinate to solve issues related to Customer complain.
- Coordinate with all the leasing companies relate to Insurance matters of “free Insurance” campaign conducting by the company.(Few models of vehicles)

INDUSTRIAL TRAINING

- Participated in a customer care workshop conducted by Mr. Dhammika Kalapuge
- Attended a Business Etiquettes program conducted by the company
- Participated Service Excellence program conducted by Mr. Eomal Munasinghe

EDUCATIONAL QUALIFICATIONS

G.C.E. (O/L) Examination – 2008

Subject	Grade
Religion	B
Tamil	C
Health studies	C
Social Std and History	C
Geography	C

CO-CURRICULAR ACTIVITIES

- Member of the School choir
- Member of Red cross society
- Member of School Net ball Team
- Member of School prefect guild

LANGUAGE PROFICIENCY

- English – Fluent in all three skills
- Tamil - Fluent in all three skills
- Sinhala – Able to Read and Speak

PERSONAL

Name in full : Alexiya Brayoni Gabriel

Contact No : 0754-484323

E-mail : brayonialexia@gmail.com

Date of Birth : 28th September 1992

Sex : Female

Civil Status : Single

Nationality : Sri Lankan

INTERESTS

- Read Story books and Travelling
- Cooking

REFEREES

Mrs.Nayana Rasanjalee Senior Lecturer – Sociology Dept. of Sociology University of Sri Jayawardenapura Gangodawila. Tel : +94713096594	Mr. A. Ariyawansa Professor – Valuations and Management Dept Dept. of Valuations & Management University of Sri Jayawardenapura Gangodawila. Tel : 94718190711
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I hereby declare that the information given by me are true and correct best to my knowledge.

Signature and Date