**Sandapani Upeksha Gammampola**

No: 400/6B, Shanthi Mawatha,

Kirillawala,Kadawatha.

Contact Number : 0711 373 007

Email : sgammampola@gmail.com

**Post Applied for :** Receptionist .

**Career Goal**

Engage in development with a well-established organization where I can continue to learn, take on additional responsibilities , and contribute as much of value as I can, thereafter , to be a top performing employee in the organization, enhancing my skills to improve my professional career.

**Objective**

I aim to be competent, ambitious and innovative individual. I will be an energetic team player who will act in harmony with others in the pursuit of organizational goals, facing challenges with a positive attitude while becoming a goal oriented professional. I will maintain positive relationships with my colleagues and the management.

**Academic Qualifications**

* Hotel Reception course, Hotel school of National Youth Council Services.
* English certificate course, University of Colombo.
* German Language Course A1 with 92 points, at Goethe Institute , Colombo 07.
* GCE(Advanced Level Examination-2004)

Subjects Grades

Business Studies B

Accounting S

Economics S

* GCE (Ordinary Level Examination-1996)

Subjects Grades

English C

Mathematics C

Buddhism C

Sinhala C

Social S tudies C

Commerce C

Dancing C

Science S

**Extracurricular Activities**

* Was member of the school hockey team.
* Was member of the Leo Club.

**Working Experience**

* I have 8 years experience as a Reception cum Telephone Operator at Jafferjee Brothers,

150, St’ Joseph Street, Colombo 14. (05th September 2005 to 20th November 2008) (16th November 2009 to 16th February 2015).

Summary Of duties :-

-Handled Incoming and outgoing Local, international calls.

-Transferred calls to the relevant departments.

-Noted down messages and passed to relevant departments.

- Handled phone bills (costing phone bills according to the relevant department).

-Kept records of outgoing calls.

-Maintained records of call history.

-Handled front office duties – provided informations to the customers when necessary.

-Greet and welcome visitors.

-Handled reservations , cancellations appointments and meetings of top management.

**Personal Details**

Nationality : Sri Lankan

Gender : Female

Civil status : Single

Date of birth : 29-06-1980

National Identity card number : 806811092 v

Alma Mater : Lindsay Girls’ School , Colombo 03.

**Non Related Referees**

* Name : Mrs. Pavithra Dissanayake (Attorney at Law)

Address : 192, Hulfts drop street,Colombo 12.

Contact Number : 0773 982988

* Name : Mr. Bimal Karunaratne (Co- partner)

Address : Biyoma Tea , Q 9, Nivasipura, Kotugoda, Ekala.

Contact Number : 0719 643483

I hereby certify that the particulars furnished above are true and accurate to the best of my knowledge.

……07. 04. 2015………… S.U. Gammampola.

Date Signature