

Ellegedara Mudiyansele Antani Sachini

B.No:68, Omar Bin Al Husein St [980], Nuaija, Doha.

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Personal Statement

I am a self-motivated and hardworking individual, always open to new challenges and would like to be given the opportunity to grow even further within any Industry. I am a strong team player having the ability to work under pressure.

Looking for a challenging position as a member of your Company. A mature, cheerful, smart and dedicated individual who has a friendly approach and the ability to deal with any task given.

Personal Achievements

- Excellent verbal communication skills
- Great organizational and time management skills
- Acquire new skills quickly and easily
- Work well both individually and in a team environment
- Highly motivated and self-disciplined
- Punctual, flexible and reliable
- Motivated to take charge as a leader and enjoy being given responsibilities

Professional work Experience

Past

- **Working as a DRIVING APP LIVE BROADCASTOR at HOLOTEQ GROUP at Doha, Qatar.**
[Apr 2018 - Apr 2021] 3 Years

HOLOTEQ GROUP

P.O.BOX: 12800,

16th Floor,

Lusail, Marina 50,

Doha, Qatar

Tel: (+974) 4414 3260

Cell: (+974) 3399 1815

Email: info@holoteq.com / sales@holoteq.com

Job Role

- Handling outbound calls in Department of Visa support service. (QVC Project)
- Translating all the driving lessons of traffic department (English to Sinhala).
E.g. Driver guide and Trainer guide.
- Voice recording of all the driving lessons and Qatar visa centre videos.
- Preparation of driving app department payroll and progress reports.
- Audio editing through the Sony Vegas software by the timelines.
- Team leader of the 16 + languages translation division.

Past

- **Working as a class teacher “TWEETY PRESCHOOL”, Rathnapura, Sri Lanka. 2015-2017 [2 years]**

“TWEETY PRESCHOOL”

P.O Box: No 452, Colombo Road, Rathnapura, Sri Lanka.

TEL: +94 452232061/ MOBILE: +94 773657960

Job Role

- providing a safe and stimulating environment that facilitates learning
- Organising and supervising play and work activities (for example reading, cooking, music, dancing etc.)
- liaising with parents and professionals such as speech therapists and health visitors
- maintaining records
- monitoring and recording progress
- visual presentations and artistic works with kids.

Past

- **Working as a call centre agent at Mobitel (Pvt) Ltd Colombo Head Office. Sri Lanka. 2016-2017. [1 Years] Part time basis**

Job Role

- Handling all the queries of Mobitel customers through the customer care service (In bound/Out bound).
- Specialized in handling E-changeling (Sin/Eng.), DOC 990(Sin/Eng.), Rainbow (Sin/Eng.), Immigration Services, Post-paid (Sin), and VIP.

Past

- **Worked as a receptionist at SNA Enterprises Colombo Sri Lanka. 2012-2013.
[1 Year]**

SNA Enterprises. Address: No.68A, Mohamed Zain Mawatha (Central Road), Colombo 12. Sri Lanka.

Telephone: 94112347758/ 94112348721

Mobile : 94777346362

Email : snaenterprises@sltnet.lk

Job Role

- Respond to all customers queries with accurate and complete information with courtesy
- Help to ensure products and services are available for customers at all times
- Receive customer complaints, acknowledge the problem, apologies and provide them solutions or escalate it to manager
- Cash handling and receive payments at check outs
- Make customers are aware of ongoing special offers or promotions
- Ensure inbound and out bound deliveries are accurate by stock checking
- Follow all company policies and adhere to Health and Safety routines

Educational Qualifications

Passed **G.C.E (A/L) Examination** in December 2010 as below

Economics	s
Business studies	s
Accounting	s
General Knowledge	47

Passed **G.C.E (O/L) Examination** in December 2007 as below

History	S	English	C
Mathematics	C	Commerce	S
Art	S	Health & Science	C
Sinhala	S	Social Studies	S

Professional Qualifications

- Successfully completed Diploma in Information Technology (DiTEC) from ESOF METRO CAMPUS

ESOF METRO CAMPUS,
NO. 30/A, BANDARANAYAKE MAWATHA,
RATHNAPURA, SRI LANKA
MOBILE -0094773101216
TEL -0094452230005

- Successfully completed Airline Cabin Crew certificate course from a highly Trusted institute in Sri Lanka.

INTERNATIONAL AIRLINE TICKETING ACADEMY,
11, ARTHURS PLACE,
COLOMBO 04,
SRI LANKA.
MOBILE -0094777335011
TEL -0094112657342

What I believe in my self

- I can work hard and long hours.
- I can work friendly within a team work.
- I can do the things fast within the requirement time period.
- I can improve something in myself each and every day than the previous day.

Personal Information

Name:	Ellegedara Mudiyansele Antani Sachini Udumulla
Date of Birth:	31 th January 1992
Marital Status:	Married
Nationality:	Sri Lanka
Age:	30 years
Gender:	Female
Passport No:	N7248107

Reference

I C Weerapperuma,
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Mobitel (pvt) Ltd,
108, W A D Ramanayake Mawatha,
Colombo 02.
Tel: +94112330550

I declare that the particulars stated here are true and correct to the best of my Knowledge.

Sachini Antani

23.07.2022