

AVISHKA KAUMADI

LOOKING FOR ANY SUITABLE JOB



CARRIER OBJECTIVES

I am self-motivated and goal oriented hard worker with 5 year experience in different sectors. A person with excellent customer handling skills who is seeking a suitable position to meet organizational goals while enhance my skills and carrier development.

WORK EXPERIENCE

- 2018 - 2019** **G/ Kuleegoda M.V (School)**
In IT Lab, Assistant(Sri Lanka, Galle)
- Assist students and teachers with computer-related problems like logins, passwords, and software glitches.
 - Maintaining Documentation
 - Work with other IT staff and school administrators to address tech needs and concerns.
 - Make sure important school data is regularly backed up to prevent loss in case of emergencies.

- 2020 - 2021** **Dilan Fashion House**
Cashier, (Sri Lanka, Galle)
- Handling customer complaints, exchanges and refunds.
 - Check each item for price tagged.
 - Sales promotions & brand activities.
 - Make reservations for customer.
 - Take customer orders at the counter.
 - Take customer orders at the counter.
 - Manage all credit card and cash operations.
 - Receive payments and present change to customer.

- 2022 - 12/2022** **Salon Topwin - Hikkaduwa**
Beauty & Hair Dressing, (Sri Lanka)
- Provide expert advice and styling for hair and beauty treatments, manicures, pedicures, facials, waxing, and makeup application. Recommend and sell haircare, skincare, beauty products.

SKILLS

Software Skills

- Ms - word (Basic)
- Ms - Excel (Basic)
- Ms - Power Point (Basic)
- Ms - Access (Basic)

Key Skills

- Threading
- Wax
- Facial
- Manicure
- Pedicure
- Hair straighten
- Liquid make up

Language

- English , Sinhala ,
- Hindi (Basic)

CONTACT

- 🏠 Dubai (Visa Status - Visit)
- ☎ 0581537028
- ✉ muthukaumadi970327@gmail.com
- ✓ Passport No - N8617163
- 🎂 Birthday - 27.03.1997
- 👤 Gender - Female
- ✓ Nationality - Sri Lanka
- ✓ NIC - 975873447V

2023 - 01/2024 Salon Moana - Galle

Bridal Dresser, (Sri Lanka)

- Specialize in bridal hair and makeup services, ensuring brides look stunning on their special day.
- Provide personalized consultations and expert styling to create the perfect bridal look.

EDUCATION

2017

Diploma In English Language

British Way English Academy, Galle

Successfully completed Diploma in English language at British Way English Academy

2017

Human Resource Management Course

Management & Higher Professional Training Institute, Mathra

Successfully completed Human Resource Management course at Management and Higher professor Training Institute

2019

Computer Applications Assistant

National Vocational Authority, Galle

Successfully completed ICT technician level III course at vocational training center (NVQ level 3)

2021

Make - up & Bridle Dressing

National Vocational Authority, Galle

Successfully completed Make - up & Bridle Dressing level IV course at vocational training center (NVQ level 4)

2022

Hair Dresser

National Vocational Authority, Galle

Successfully completed Hair Dresser level IV course at vocational training center (NVQ level 4)

2022

Beautician

National Vocational Authority, Galle

Successfully completed Beautician level IV course at vocational training center (NVQ level 4)

2013

Ordinary Level

Department of Examinations

Passed the Ordinary Level In Sri Lanka (Index No - 31400744)

2017

Advanced Level

Department of Examinations

Passed the Advance Level In Sri Lanka (Index No - 5948690)

DECLARATION

I hear by certify that above details are true and correct to the best of my knowledge.

Avishka Kaumadi

Applicant