



# DINITHI MENDIS

customer support supervisor

## About Me

A Customer Service Supervisor with five years of professional experience, specializing in operations management, human resources, client relations, and team leadership.



+971588213663



dinithimendis84@gmail.com



muweillah , sharjah

## PERSONAL DETAILS

PASSPORT NO : N5331852  
**EXPIRED ( 2024-11-14)**

DATE OF BIRTH : 19-01-1984

NATIONALITY : SRI LANKAN

MARITAL STATUS : UNMARRIED

## LANGUAGE

- ENGLISH
- HINDI (basic)
- SINHALA

## EXPERTISE

- Management Skills
- Customer service
- Negotiation
- Critical Thinking
- Leadership

## EXPERIENCE

**SAFARI HYPERMARKET LLC**  
**SHARJAH, U A E**  
**CUSTOMER SUPPORT SUPERVISOR**

Directly attend the customers Enquiries, complaints and needs and Satisfied the customers, Updating the salary system,

**BUSINESS DEVELOPMENT BANK**  
**COLOMBO, SRI LANKA**  
**ACCOUNTS ASSISTANT**

· Prepare financial statements and analysis for branch ,  
· Assisting with customer service and satisfaction ,  
Marketing branch with in community to attract business

**EXPOLANKA GROUP OF COMPANIES**  
**COLOMBO, SRI LANKA**  
**ACCOUNTS ASSISTANT**

· Updating the salary system , · Working with spreadsheets, sales and purchase ledgers and journals.· Invoice processing and filling ,Monitoring daily communications and answering any queries

## EDUCATION

**INSTITUTE OF INFORMATION TECHNOLOGY**

DIPLOMA OF COMPUTER SCIENCE  
2002 - 2003

**THE INSTITUTE OF THE BANKERS**

CERTIFICATE OF THE BANKING