







# SHALANI APEKSHA WEERASINGHE

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 Al Satwa , Dubai, UAE

## ABOUT ME

Detail-oriented and dependable individual with expertise in customer service, data entry, and office support positions. Strong organisational, communication, and multitasking abilities and supporting team operations. Proficient in Microsoft Office and knowledgeable with various office equipment; dedicated to keeping a well-organised and productive workplace.

## PERSONAL DETAILS

Date of Birth : 2003-03-13  
Gender : Female  
Nationality : Sri Lankan  
Visa Status : 2 Months (Visit visa)

## EXPERIENCE

- 2021 - 2022** **KAGOSHIMO PRE SCHOOL**  
Kandy - Sri Lanka Worked as a Dance Teacher
- 2022 - 2023** **PEOPLES BANK PLC**  
Kandy - Sri Lanka Worked as a Receptionist
- 2023 - 2024** **AVC FAMILY SUPER MARKET**  
Kandy - Sri Lanka Worked as a Cashier

## EDUCATION

- 2020 (6 Months)** **ICBTCAMPUS**  
Kandy - Sri Lanka
  - Diploma in Information and Communication Technology

## EXPERTISE

- Technical Skills
- Cash Handling
- Engaging with Customers
- Adaptability and Work Ethic
- Sales and Retail Expertise
- Administrative Skills

## SKILLS SUMMARY

Customer Service	<div><div></div></div> 90%
Team Work	<div><div></div></div> 70%
Problem Solving	<div><div></div></div> 82%
Physicals Skills	<div><div></div></div> 90%
Attention to Detail	<div><div></div></div> 95%