



# KEVIDU VIRAJ COLOMBOARACHCHI

Executive – Customer Relationship/ Shift  
Manager

## PROFILE

Foreign exchange cashier with solid background in Accounting, Finance and customer service. Familiar with various foreign currencies and knowledgeable in financial regulations. Proven talent for handling high-volume transactions and providing excellent service.

## CONTACT

PHONE:  
+971563217871

ADDRESS:  
Dubai, Al Rigga

EMAIL:  
[virajkevidu@gmail.com](mailto:virajkevidu@gmail.com)

## LANGUAGES

English - Advanced

Hindi - Beginner

Tamil - Beginner

## SKILLS

Excellent customer service  
Positive attitude and motivated  
File management  
Error detection  
Bookkeeping

## WORK EXPERIENCE

### **Bally's Casino & Restaurant** **Waiter/ Barmen**

June 2018 – October 2018

Both waiter and barmen job was covered in shifts.

### **Thomas Cook Pvt Ltd, Bandaranayaka International Airport** **Executive- Customer Service**

November 2018 –December 2020

Responsible for the daily cash flow while managing all records, dashboards and monitoring foreign currencies to provide any money exchange services the local or foreign customers requires at BIA

### **Thomas Cook Pvt Ltd, One Galleface Mall** **Customer Relationship Executive/Shift Manager – For both BIA & One Galleface Mall locations**

January 2021 –June 2022

Apart from the above mentioned Customer Service Executive job role, additional responsibilities were given as the acting Shift Manager where in charge of all correspondences, documentation, cash flow, authorizing cash transactions, reporting to the management with financial statements and improvement suggestions to process and overall daily operation.

### **Pioneer, Dubai** **Data Entry Executive**

September 2022 –Present

Responsible for all weekly and monthly & quarterly dashboard updates and data entry and occasionally handled front end customer service as well.

## EDUCATION

### **Karunaratna Buddhist College**

2005 - 2018

G.C.E O/L & G.C.E. A/L

### **Aquinas College for Higher Studies – Sri Lanka**

2016

Foundation Degree – Languages

Referees available upon request.