



# RASHMI RASANJALI

## PROFILE

A determined self motivated, self confident and result oriented, who is ready to take up any challenge. I strongly believe in my capacity to work, learn and in my aptitude for team work and achieving set goals while motivating others as well.

## WORK EXPERIENCE

### SALES EXECUTIVE

WH Smith (Abu Dhabi-UAE)

2022 - Present

- Assigned in Abu Dhabi International Airport Terminal 1 and Transit Area.
- Dealing with Arriving and Departing passengers.
- Assisting and Directing the passengers.
- Effectively communicating with Customers and understanding their needs.
- Cashiering activities and dealing with foreign currencies.
- Maintain clean and safe environment, Inventory monitoring, ordering items and receiving the items.
- Familiar in 365 Dynamics, Purchase Order, Purchase return order.
- Selling and promoting items confectioneries, Tobaccos, Books, Toys Etc.
- Achieve sales targets using sales techniques, cross selling and up selling Closing Sales, preparing sales report and posting sales.

### RECEPTIONIST

Singhagiri PVT Limited (Sri Lanka)

2020

- 1 year working experience as a Receptionist in Singhagiri branch,
- Serves visitors by greeting, welcoming, and directing them appropriately.
- Maintains security and telecommunications system.
- Informs visitors by answering or referring inquiries.
- Keeps a safe and clean reception area by complying with procedures, rules, and regulations.

## PROFESSIONAL QUALIFICATIONS

- Successfully completed Fire warden Terminal A induction Training Course in Etihad Aviation Center Abu Dhabi, United Arab Emirates.
- Successfully completed Fire Safety level 2 Training in National Quality Training Center Abu Dhabi, United Arab Emirates.
- Successfully Completed English Diploma in Esoft Metro Campus in 2017.
- Successfully Completed Diploma in International Airport Ground Operations in 2018.
- Successfully Completed MS.OFFICE Course in 2020.
- Successfully Completed Spoken English Course in 2021.
- Reading, writing and fluent in Tamil Language.

## CERTIFICATES AND AWARDS

- The Best Student award in 2018 for International Airport Ground Operation Diploma.
- 2012 to 2016 Sports achievements in Netball, Cricket, Carrom and Martial Art.

## EDUCATION QUALIFICATIONS

- Successfully Completed G.C.E. Ordinary level in 2013.
- Successfully Completed G.C.E. Advanced level in 2016.

I hereby declare that all the information given above is true and correct to the best of my knowledge.

D. R. Rasanjali

## CONTACT ME

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Habib bank, Abu Dhabi

## PERSONAL INFO

D.O.B : 01.12.1997

Gender : Female

Civil status : Unmarried

Religion : Christian

Nationality : Sri lankan

## LANGUAGES

SINHALA

ENGLISH

TAMIL

ARABIC

HINDI

MALAYALAM

## SKILLS AND STRENGTHS

- Communication skills
- Team Management
- Quick learner and passionate for challenge
- Confident and dynamic individual with an objective of achieving excellence