



Joel Jebaraj

6/10 Huludagoda Road ,
Mount Lavinia

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Profile

- Date of Birth : 1999/03/15
- Nationality : Sri Lankan
- Gender : Male
- Marital Status : Single

Education

SCHOOL ATTEND

- BELVOIR COLLEGE INTERNATIONAL
- ROYAL INSITUTE OF COLOMBO
- EAST ASIAN INTERNATIONAL

EDUCATION QUALIFICATION

EDEXCEL ORDINARY LEVEL 2017 MAY/JUNE

- | | |
|----------------------|-----|
| ✓ MATHEMATICS A | - B |
| ✓ BUISNESS STUDIES | - C |
| ✓ ACCOUNTING | - D |
| ✓ COMMERCE | - D |
| ✓ ECONOMICS | - D |
| ✓ ENGLISH LANGUAGE B | - E |

PROFESSIONAL QUALIFICATION

- ✓ Diploma in Airline Cabin Crew at International Airline Ticketing Academy
- ✓ Diploma in Airline Ticketing at International Airline Ticketing Academy
- ✓ Currently Following Certificate in Business Management at BMS

Skills & Abilities

MANAGEMENT

- I am flexible to all Work Environment ,
- Ability to work with any personnel from any caliber
- Ability to finish daily task within the day or given period
- I have Trained my Juniors (Individual Training) and helped them when they need help
- Helped them by Sitted next to them until they are sorted with the issue
- Ability to work Independently

SALES

- I have achieved Sales Targets
- Brought more sales to the Company

LANGUAGES

1. English – Able to Speaking, Writing, Understand
2. Tamil - Able to Speaking, Writing, Understand
3. Sinhala - Able to Speaking, Writing, Understand

Experience

CUSTOMER SERVICE REPRESENTATIVE | PIZZA HUT | JULY 2017 – JUN2018

- My duty as Customer service representative was to take orders through phone and place the Order on the system

RESERVATION EXECUTIVE | FINDMYFARE.COM | FEB 2019 – JUN 2020

- My Duty as Reservations Executive was to Coordinate with the passenger and get him the Cheapest Flight
- Creating Flight Reservation and Hotel Booking
- Handled Flight Date Change
- Handled Flight Cancellation
- Helped the Customer in case of Special needs
- Handled Complaint Calls

TRAVEL CONSULTANT | FINDMYFARE.COM | FEB 2019 – JUN 2020

- As Travel Consultant advising customer about the Travel Restriction
- Checking Visas and advising About Transit Visas

- Tele sales
- Making Cold call and making Sales

**IMMIGRATION AND INTELLECUAL PROPERTY | TIRUCHELVAM ASSOCIATES | DEC 2021
- TILL DATE**

- Handling outbound and Inbound Visas
- Handling Residence Visas and dealing with relevant Goverment Ministries
- Handling with Legalization documents from Embassy
- Handling document Attestation from Foreign Ministry
- Handling Trade Marks filing and Registration at National in National Intellectual Property Office of Sri Lanka

NAME OF TWO NON RELATED REFEREES

Senduran Jayakumar
Sales Manager
Findmyfare.com
1 Platinum One
Bagathale Road Colombo 03
senduran.j@findmyfare.com
0772355677

Gerald C. Daniel
Senior Accountant
Chitra Lane School for a Special Child,
Chitra Lane,
Narahenpita
accounts@chitralane.lk
0779612648

The above Information provided by me is true and Accurate to the best of my knowledge

Signature: -



Date: - 07/ 08/2022