

# Udeshika Ashanthi

## Objective

To be associated with a reputed organization with the potential for career growth that provides opportunities for advancement and allows me to utilize my knowledge and skills with dedication and commitment in order to be successful in my duties.

## Experience

**NOV 2017 - MAR 2020**

**Travel Executive at Gabo Travels Pvt Ltd. Colombo, Sri Lanka**

- Handling international and domestic ticketing, Processing visas and travel insurance, Hotel booking, Ticket issues and reissues.

**APR 2015 - APR 2017**

**Office Administrator at House of Chocolate L.L.C, Sharjah, UAE**

- Office Administration - Coordinating Office Activities & Operations, Provides Administrative Support to the Operation Team, Create & Update Customer Database records.
- Managing Daily Petty Cash & Stock, Assisting with Accounting & Analyzing sales figures.
- Managing the Reception Desk, Coordinating with Corporate & Walk-in Clients for order processing and delivery.

**NOV 2012 - FEB 2013**

**Data Processing & Analyzing Specialist at Adelanka (PVT) Ltd, Sri Lanka**

- Processing Accurate Music Cue Sheet Data into the system.

## Professional Qualification

- Diploma in IATA/UFTAA Foundation & EBT at Sky Line University College, UAE - 2015
- Ground Handling Foundation course at Wings Academy, UAE - 2016
- Diploma in Airline Cabin Crew Training at International Airline Ticketing Academy, Sri Lanka - 2013
- Diploma in Airline Fares/E-Ticketing, Reservations, Marketing, GDS, Airport Operations and Cargo at International Airline Ticketing Academy, Sri Lanka - 2013
- Diploma in English at Aquinas University College, Sri Lanka - 2014
- G.C.E Advance level - Accounting, Economics, Business Studies -2010



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## Personal Information

**DOB** - 22 April 1991

**Languages** - English, Hindi & Sinhala

**Nationality** - Sri Lankan

**Visa Status** - Visit Visa

## References

**Available Upon Request**