

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