



# HASHANE PERERA

## PERSONAL DETAILS

-  Degurunnehelage Hashane Thiwanka Perera
-  Al Fahad Tower 1, Barsha Heights, UAE
-  13<sup>th</sup> September 1994
-  +971583033859
-  ashaneperera100@gmail.com
-  Sri Lankan

## SKILLS

Communication	★ ★ ★ ★ ★ ★ ★ ★
Microsoft office	★ ★ ★ ★ ★ ★ ★ ★
Interpersonal	★ ★ ★ ★ ★ ★ ★ ★ ★ ★
Leadership	★ ★ ★ ★ ★ ★ ★ ★
Time management	★ ★ ★ ★ ★ ★ ★ ★
Teamwork	★ ★ ★ ★ ★ ★ ★ ★

References call upon request



## PROFILE

Following a challenging career where I can contribute to the growth of the organization alongside enhancing my skills has always been the objective. I am a hardworking individual with 02 years experience in the Hospitality Industry and 03 years in the Medical Industry. In addition, I am accustomed to working in a challenging and fast paced environment when dealing with multiple projects and priorities at the same time.



## EDUCATION

- 2013** International Airline Ticketing Academy, Sri Lanka  
Diploma in Air Ticketing & Airport Operations
- 2021** Londontec City Campus, Sri Lanka  
HND in Business Management (Pearson)
- 2022** Cardiff Metropolitan University, UK  
OTHM Level 07 Diploma in Strategic Management and Leadership – MBA Top up Degree (Ongoing)



## EXPERIENCE

- 2016 - 2018** Holiday Inn, Salmiya, Kuwait  
Front Office Agent  
Anticipating and addressing guest's needs, and resolving their problems and complaints.  
Posting charges to appropriate guest accounts.  
Checking guests in on arrival and out on departure.
- 2018 – 2021** Legacy Health (PVT) LTD, (Based in USA)  
Executive Operations  
Monitoring accounts payable statements to identify debts owed to their company, contacting customers or business partners to notify them of overdue payments and documenting debts collected.  
Support the general activities and claims adjudication of the Medical Collection department with denial.
- 2021 - 2022** Paint Master Lanka (PVT) LTD  
Assistant Manager  
Assigning and designating job duties to staff according to their performance and ensure their services meet the standards of quality set by the company



## EXTRA CURRICULAR ACTIVITIES

- Qualified to top 16 at the REDBULL BC ONE Kuwait Cypher 2017
- Trained under professional international dancers
- Featured in Sri Lankan television programmes.
- First runner up at Derana City of Dance 2019 Sri Lanka
- Worked 3 months as a dance fitness trainer at Holiday Inn

I shall be glad to submit any further details upon your request. In the meantime, I wish to assure you that if I be given the opportunity to serve you, I should do so with efficiency and loyalty.