



Sri Lanka

Ms. Rashmi Obanamuni

PERSONAL DETAILS

Reference No.	CV-IT-873549-24
Country of Residence	Sri Lanka
Surname	Obanamuni
Given Name	Rashmi
Date of Birth	Friday, 15 Oct 2004
Gender	Female
Marital Status	Single
Religion	Buddhism

PASSPORT DETAILS

Passport Number	
Nationality	Sri Lanka
Date Of Issue	Wednesday, 23 Nov 2022
Date Of Expiry	Tuesday, 23 Nov 2032
Place Of Issue	Colombo

PHYSICAL INFORMATION

Height 5"8

Weight 60

No, I Don't have any physical disability or serious illness.

No, I Don't have any scars, marks or tattoos.

EDUCATION INFORMATION

Highest Level of Education Professional

School/College/University Name G.Darmashoka national school

Passing Year 2020

PROFESSIONAL QUALIFICATIONS

Institute Name Ø I followed U.S internat

Course Title Academy progress

Passing Year 2022To2023

LANGUAGES INFORMATION

Languages	Speaking	Writeing	Understanding
English	Excellent	Excellent	Excellent
English	Excellent	Excellent	Excellent
German	Well	Well	Fair
Italy	Well	Fair	Well

EMPLOYMENT HISTORY

Year Of Exprience 3years

Background	<p>FRONT OFFICE (RECEPTIONIST). Dear Hiring Manager, After reading your job advert for an experienced receptionist on your website, I was impressed by how your requirements closely match my qualifications. For the last years, I have been the front-office receptionist at worked as a Muthumuni Ayurveda River Resort & currently working as a Celestia ayurveda resort . All my duties and responsibilities are almost a copy of the duties outlined in your requirements: Customer and visitor assistance in a warmly manner Provision of courteous, quick and prompt call screening, handling and routing in complex corporate setting Closely working with human resource to update and create phone lists and duty rosters Mastery of MS Office and receptionist software, development of presentations, spreadsheets and reports Experience in clerical executions (especially web updates, social media accounts management, updating records, handling emailing, filing and copying documents) I am a positive, amiable and warm individual with excellent written and verbal communication skills. My people skills are exceptional amidst being hardworking, driven and organized. I work perfectly well under pressure and independently, even in complex busy office surroundings like in my current post. I am ready to meet you further in person to discuss the position and my skills. You can always reach me through my cell phone, email or even Skype. I look forward to hearing from you. Sincerely, Rashmi Nadeera Obinamuni.</p>
Latest Company	Celestia ayurveda resort
Telephone No	+9470521 0421
Address	Galle road bentota, Srilanka Southern province
Date Of Join	2022-09-04
Last date at Job	2024-11-04

EXPERIENCE CERTIFICATIONS

Certifications

Service letter

NOTE:-

We are Workers in Armenia / Galaxy Seven Armenia, a recruitment and employment support organization assisting employers and foreign workers in the Republic of Armenia. We have been appointed as HR consultant for the above applicant. The above (CV) applicant is our registered and recognized candidate; therefore, we assure you that the applicant will be well-mannered, sober, and gentle. After confirming hiring eligibility, our company will assist the applicant in preparing the required documents for the work authorization process and, where applicable, for obtaining a legal work residence permit in Armenia. After completion of formalities, our company will support the applicant by providing basic but very important HSE and first-aid training. Workers in Armenia / Galaxy Seven Armenia will also provide proper knowledge to the applicant about work ethics/behavior and the applicable laws and regulations of the Republic of Armenia. Our office representative will be accessible at all times through our Armenia office with 24/7 online support to respond to the employer (Company) and assist throughout the entire process. Our entire service follows ethical recruitment practices. We do not charge any money/fees from the applicant for VISA or JOB in Armenia.