



Ashen Madushanka

Steward

Seeking a position to utilize my skills, abilities and knowledge to build and ambitious career that offers professional growth, while being resourceful, flexible, Innovative and in line with the latest technological and managerial prospects.

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📍 Dubai, UAE

WORK EXPERIENCE

Steward

Jetwing Lagoon

11/2015 - 02/2018

Resort , Hotel

Negambo , Sri Lanka

Achievements/Tasks

- Greeted and escorted customers to their tables.
- Presented menu and provide detailed information when asked (e.g. about portions, ingredients or potential food allergies)
- Prepared tables by setting up linens, silverware and glasses.
- Informed customers about the day's specials.
- Offered menu recommendations upon request.
- Up-sell additional products when appropriate.
- Communicated order details to the Kitchen Staff.

Multi Duty Assistant

Hemas Group LLC

04/2018 - Present

Colombo , Sri Lanka

Achievements/Tasks

- Overseeing clerical tasks, such as sorting and sending mail.
- Keeping an inventory of office supplies and ordering new materials as needed.
- Maintaining files.
- Welcoming visitors to your office.
- Taking and delivering messages.
- Ensuring the office runs smoothly.

CERTIFICATES

Diploma in Hotel Management (04/2017 - 08/2018)

Diploma In General English

EDUCATION

Ordinary Level - GCE

Government School - Colombo

01/2004 - 11/2014

SKILLS

Computer Skills

MS Office

Customer Care

Driving

Marketing

Office Management

LANGUAGES

Englsh

Professional Working Proficiency

Tamil

Native or Bilingual Proficiency

Hindi

Limited Working Proficiency

SUPPORTED CAUSES

Cricket

Football

INTERESTS

Reading Books