



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
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Weight	60
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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
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School/College/University Name	G.Darmashoka national school
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Passing Year	2020
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## PROFESSIONAL QUALIFICATIONS

Institute Name	Ø I followed U.S internat
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Course Title	Academy progress
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Passing Year	2022To2023
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## LANGUAGES INFORMATION

Languages	Speaking	Writeing	Understanding
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English	Excellent	Excellent	Excellent
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English	Excellent	Excellent	Excellent
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German	Well	Well	Fair
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Italy	Well	Fair	Well
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## EMPLOYMENT HISTORY

Year Of Exprience	3years
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<b>Background</b>	<p>FRONT OFFICE (RECEPTIONIST). Dear Hiring Manager,</p> <p>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 &amp; currently working as a Celestia ayuravada 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>
<b>Latest Company</b>	Celestia ayuravada resort
<b>Telephone No</b>	+9470521 0421
<b>Address</b>	Galle road bentota,Srilanka Southern province
<b>Date Of Join</b>	2022-09-04
<b>Last date at Job</b>	2024-11-04

## EXPERIENCE CERTIFICATIONS

### Certifications

Service letter

**NOTA:-**

Siamo Galaxy Seven Italy, società di reclutamento approvata dal governo dei Paesi Bassi e dell'Italia. Siamo stati nominati consulenti delle risorse umane per il richiedente di cui sopra. Il candidato (CV) di cui sopra è il nostro candidato registrato e riconosciuto, pertanto te lo assicuriamo, il richiedente sarà educato, sobrio e gentile. Dopo aver ricevuto l'approvazione del permesso di lavoro da parte del governo italiano, la nostra azienda aiuterà il richiedente a predisporre i documenti necessari per affrontare l'Ambasciata italiana nel Paese del richiedente per elaborare il visto. Dopo il rilascio del visto, la nostra azienda assisterà il richiedente offrendo alcuni corsi di formazione HSE e di primo soccorso di base ma molto importanti. Noi Galaxy Seven Italy forniremo al richiedente una conoscenza adeguata dell'etica/comportamento del lavoro e della LEGGE italiana. Il nostro rappresentante dell'ufficio sarà sempre raggiungibile presso la nostra sede in Italia con supporto online 24 ore su 24 per rispondere al datore di lavoro (Azienda) del richiedente per assistere l'intero processo. Il nostro intero servizio è una pratica di reclutamento etica. Non addebitiamo denaro/commissioni al richiedente VISTO o LAVORO in ITALIA.

**NOTE:-**

We are Galaxy Seven Italy, Government approved recruitment company of the Netherlands and Italy. We have been appointed as HR consultant for the above applicant. The above (CV) applicant is our registered and recognized candidate, we would therefore be assuring you that, the applicant will be well mannered, sober, and gentle. After receiving the work permit approval from Italy Government, our company would assist the applicant to arrange the necessary documents to face the Italian Embassy at the Country of applicant to process the visa. After issuance of visa, our company would assist the applicant by giving some basic but very important HSE and First aid training courses. We Galaxy Seven Italy would provide proper knowledge to the applicant about work ethics / behavior and LAW of Italy. Our office representative would be at all-time accessible at our Italy office with 24 hours online support to reply to the employer (Company) of the applicant to assist the entire process. Our entire service is an ethical recruitment practice. We do not charge any money / fees from applicant for VISA or JOB in ITALY.

