



INDUKA JAYASINGHA

OBJECTIVE

To indulge myself into any chosen profession where I can apply all the knowledge and talents that I have acquired in college as well as to interact with people from different walks of life and to gain new skills necessary to uplift my personality and career.



ADDRESS

102, D2 Residence,
Al Warqa,
Dubai.



PHONE

052-6139609



EMAIL

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SKILL SET

- Great interpersonal skills.
- Excellent communication skills.
- Flexible approach to work, friendly & approachable manner.
- Highly organized.
- Able to multitask efficiently and effectively.

PERSONAL INFORMATION

- **Date of birth:** : February 01, 1978
- **Civil Status:** : Married
- **Language Known:** : English & Sinhalese
- **Visa status:** : Employment visa

EXPERIENCE

2017- 2022

• **Assis. manager** • **D2 Tower Hotel** • **Dubai**

- Ensure that the administration of the hotel and residences run smoothly, efficiently and effectively in all areas, providing a comfortable, safe living environment.
- Inspecting hotel apartment complex daily and reporting maintenance and resident issues & answering incoming calls.
- Commitment to highest level of customer service.
- Establishes trusting, strong relationships with Customers and community partners.
- Provide managerial support for the Concierge and Door Teams in the daily operational duties.
- Ensure that weekly maintenance checklists are completed and paperwork filed with relevant departments and industry partners.

2006 - 2017

Store Supervisor • **STARBUCKS** • **M H AL SHAYA LLC**

- Supervise production and line operations in accordance with policies and procedures.
- Train and coach employees.
- Responsible and shifts schedule to include: work station assignments and rotations, employee breaks, back up for absent employees.
- Coordinate with store manager for appropriate staffing levels.
- Responsible to meet shift production goals.
- Responsible for quality control. Make adjustments as necessary during shift to produce product with specifications.

2004 – 2006

Bar Supervisor • CINNAMON GRAND HOTEL • Sri Lanka

- Lead shifts and responsible for the smooth running of the bar in the hotel; ensuring guest satisfaction alongside training and developing of newer members of the team and working towards targets.

2002 – 2004

Bartender • EARL REGENCY HOTEL • Sri Lanka

- Take beverage orders from serving staff or directly from patrons.
- Clean bars, work areas and tables.
- Check identifications of customers in order to verify age requirements for purchase of alcohol.
- Collect money for drinks served.
- Balance cash receipts.
- Order or requisition of liquors and supplies.

2001 – 2002

Supervisor (Medical section) • DYNACOP GROUP • Doha, Qatar

- Assign certain duties to co-workers, explaining how these duties are to be done.
- Ensure that the employees are working under a current job description.
- Provide trainings and orientations to newly joined staff.
- Help employees address and resolve variety concerns and complaints.
- Make shift duty Rota's.

1996 – 2001

**Bartender • INTERCONTINENTAL HOTEL • Colombo,
SRI Lanka**

- Take beverage orders from serving staff or directly from patrons.
- Clean bars, work areas and tables.
- Check identifications of customers in order to verify age requirements for purchase of alcohol.
- Collect money for drinks served.
- Balance cash receipts.
- Order or requisition of liquors and supplies.

EDUCATION

Carey college, Colombo, Sri Lanka

Secondary Graduate.

DRIVING LICENSE

- Light Vehicle.

REFERENCES

[Available upon request.]

Declaration

All the above information given above is correct as per my knowledge.

Induka Jayasingha