



SANKETH ABILASHA

DATA ENTRY SPECIALIST / CUSTOMER SERVICE EXECUTIVE

CONTACT

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102, Sedra 4, 23A street,
Deira, Dubai

SKILLS

- MS Office
- RCM
- Customer service and guest handling
- Telephone etiquette
- Capcut & Canva
- Data Entry
- Problem-solving skills

LANGUAGES

- English (Fluent)
- Sinhala (Fluent)

PROFILE

Highly-motivated employee with desire to take on new challenges. Strong work ethic, adaptability, and exceptional interpersonal skills. Adept at working effectively unsupervised and quickly mastering new skills.

WORK EXPERIENCE

Co - Founder

2025 - 2026

WitU Travels

- Co-founded the company with a partner, contributing to the overall vision, strategy, and direction.
- Provided high-level oversight and guidance on business operations and decision-making.
- Acted as a consultant on key business areas, ensuring alignment with company goals and values.

Senior Operation Executive

2023 - 2025

Legacy Healthcare

- Joined as a Operation Executive.
- Maintained an organized filing system for all documents related to medical billings and collections.
- Completed and submitted appeals for denied claims.
- Completed day-to-day duties accurately and efficiently
- Planned and completed group projects,
- Resolved complex billing issues in a timely manner.
- Prepared and submitted daily, weekly, and monthly reconciliations on billing activities.

Customer Service Executive

2022 - 2023

Stelacom Pvt Ltd - Dialog Axiata

- Tracked sales performance against objectives set by management.
- Increased store sales by cross-selling complementary items.
- Built talented and successful team that increased department sales.
- Provided excellent customer service by responding promptly to customer inquiries and complaints.

Telephone Operator

2021 - 2022

Galadari Hotel Colombo

- Answered and directed incoming calls promptly and professionally
- Assisted guests with inquiries, reservations, and service requests
- Connected calls to hotel departments such as housekeeping, front desk, and room service.
- Demonstrated excellent communication, multitasking, and customer service skills.

EDUCATION

■ 2018

ST.ANTHONY'S COLLEGE , WATTALA

- G.C.E. Ordinary LEVEL

■ 2019

ESoft METRO CAMPUS, WATTALA

- Diploma in English

■ 2021

ST.ANTHONY'S COLLEGE , WATTALA

- G.C.E. ADVANCE LEVEL

■ 2025 - Present

ESoft METRO CAMPUS, WATTALA

- Diploma in ICT

ACHIEVEMENTS

- Awarded as Employee with the best sales Percentage of the 12 month of December 2022 for Dialog (All Island)
- President of the school Commerce Union 21 - 22
- A member of school Football, Cricket and Volleyball Teams.

REFERENCE

Ushani Harshima

Property Administrator
Luxury Properties Hub, UAE

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Ruwangi Dilshani

Assistant Accountant
DHCN Contracting LLC

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I hereby affirm that the information provide is true and accurate to the best of my knowledge.

Date :

Signature