



RASHMI AMANDA

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PROFESSIONAL SUMMARY

Highly organized and personable Receptionist & Administrative Professional with 4+ years' experience in front desk operations, customer service, and office administration in hospitality and corporate environments. Skilled in greeting visitors, managing calendars, handling correspondence, coordinating meeting rooms, and supporting office operations. Proficient in Microsoft Office Suite, Outlook, IDS, and other office systems. Recognized for professional communication, multitasking under pressure, and delivering exceptional visitor experiences.

WORK EXPERIENCE

Studio Operator — Brand For Less, Dubai, UAE

Jan 2025 – Present

- Operate and monitor studio equipment (cameras, lighting).
- Ensure equipment functionality before, during, and after production.
- Style and prepare 200+ clothing items daily for photo shoots.
- Manage model shoots for apparel, accessories, and props.
- Assist with organizing shooting accessories.

Front Office Receptionist — Sharjah Palace Hotel, Sharjah, UAE

Jan 2024 – Dec 2024

- Greeted and welcomed guests, providing information and directing them to the appropriate services.
- Managed check-ins/check-outs using IDS, CID, and Tourism systems while processing payments.
- Handled incoming calls, emails, and inquiries, ensuring prompt and professional responses.
- Coordinated room reservations and partner booking platforms.
- Monitored front desk area to ensure a professional and welcoming environment.

Finance Office Administrator — Soogua Micro Investment Pvt Ltd, Sri Lanka

Sep 2021 Aug 2023

- Supported executive-level staff with calendar scheduling and document preparation.
- Generated financial reports and supported budget tracking for senior leadership.
- Managed office inventory, supplies, and organized filing systems (digital & physical).
- Supervised junior staff and ensured administrative workflow efficiency.

Software Developer (Internship) — Opicksoft Software Sri Lanka

Aug 2020 – Aug 2021

- Gained hands-on experience in IT tools including Azure, Power BI, and Visual Studio.
- Assisted in development tasks and collaborated with cross-functional IT teams.
- Learned software project lifecycle and data analysis concepts relevant to IT operations.

EDUCATION

- Higher National Diploma in General Computer — ESOFTE Metro Campus
- Diploma in English Language — ESOFTE Metro Campus
- Diploma in Information Technology — ESOFTE Metro Campus
- Certificate Course in Cyber Security & Networking — NextGen Campus
- Generative AI Mastermind Program — OutSkill
- High School Examination (Bio Science) — St. Mary's College

KEY SKILLS

- Reception & Front Desk Operations
- Calendar & Appointment Management
- Meeting Room Coordination & Office Maintenance
- Visitor Greeting & Client Relations
- Mail Handling & Delivery Management
- Administrative Support (Filing, Copying, Scanning, Binding)
- Office Supplies & Inventory Control
- Payment & Reservation Processing
- Confidentiality & Discretion
- Microsoft Office (Word, Excel, Outlook)
- IDS & Tourism Systems

LANGUAGES

- English (Fluent)
- Sinhala (Fluent)