



Vaishnavi Parakirama

Administrative Office Assistant

[View profile on Dweet](#)

Languages

English

About

With a passion for beauty and proven excellence in customer service, I excel at creating personalized shopping experiences in fast-paced retail environments. Skilled in sales, inventory control, and complaint handling across premium and high street categories, my adaptability makes me ideal for temporary retail roles.

BRANDS WORKED WITH

- Abode Champagne bar
- Canterbury County Court
- Clear Safety
- CO-OP
- Footlocker(August)
- Office Angels
- Pharmacy2U
- Teleperformance HMPO campaign

Experience

● Compliance Officer

Clear Safety | Feb 2023 - Now

- Ironing and pre pleating the saree before the wedding as a service
- Currently working as a Compliance Officer at Clear Safety (February 2023-now)
- Inputting data.
- Creating formulas and checking that the contractors are claiming the right amount of money and they are not over charging.
- Checking that everything is running smoothly.
- Checking that all Gas certificates are compliant and that the installation of the boilers are safe for the residents.

● South Asian Bridal makeup assistant

| Sep 2023 - Dec 2023

- Experienced with a variety of eye makeup looks
- Able to create all hair looks

● Admin Officer Band E

Canterbury County Court | Jul 2022 - Dec 2022

- Answering and relaying emails.
- Worked as an Admin Officer Band E at Canterbury County Court on a fixed term contract. (July 2022-December 2022)
- Inputting data.
- Working through case files.
- Checking cases and posting orders.
- Opening post and checking important files.
- Sending out Judges orders to claimants and defendants.
- Assisting Judges with cases and Claimants and Defendants.
- Sending out letters with Judge's Orders and Judgments.
- Dealing with telephone and emails from solicitors or claimant or defendants regarding their case.
- Booking in hearing dates and appointments at the Court and doing assessments on claimants for bankruptcies.
- Invoicing and taking payments for the cases.
- Chasing payments for hearings or fee that was meant to be paid by one of the parties.
- Help prepare the Courtrooms for the hearings by checking if the correct equipment is in place and is working.
- Making sure all the trial bundles are there for the trial and all the necessary documents.
- Confirming that the ushers are prepared and if they need any assistance.
- Notify Judges if there's an urgent immediate case due to an Injunction Order and to assist them so that it can take place immediately.



● administrator temp worker

Office Angels | Apr 2022 - Jun 2022

- Basic tasks around the office.
- Data entry.
- Sorting out files and invoices and scanning necessary documents.
- Ordering supplies for the company.
- Assisting my manager in any tasks.
- Liaising with external railway companies for Cleshar and liaising with Insurance companies in terms of funding the engineering courses.

● Customer service advisor for

Teleperformance HMPO campaign | Apr 2022

- Working as the front desk for the passport office from home.
- Answering calls and helping customers with inquiries.
- Helping customer with progress checks or appointments.
- Helping them fill out passport forms and answering any questions regarding passports.
- Invoicing and taking payments for their passports.
- Maintaining enquiries database and reporting data to contract coordinator.
- Constantly striving to achieve our daily targets for stats.
- Making sure that we also achieve our daily KPIs and helping our line manager run audits.

● shift supervisor

CO-OP | Mar 2020

- Temporarily worked at Co-op as a shift supervisor during covid-19 (March 2020-February 2021)
- Learnt how to work under severe pressure due to covid-19.
- Gained more management and organisational skills whilst working under such a stressful time yet I worked extremely hard and did not give up.
- Trained to be a team leader and manage shifts.
- Supported and helped my team whenever they needed it and kept ourselves and the customers protected and safe.
- Making the shift rota and arranging covers for shifts when we were running low on staff.

● Footlocker(August | Mar 2019 - Jan 2020

the cash gets taken to the bank.

- Worked at Footlocker(August 2019-March 2020)
- Helping customers to be satisfied with their purchase.
- Also good at communication as whilst working behind tills I got 90% of the customers to sign up to our membership.
- Also did restock and made sure that the store looked presentable at all times
- Hard worker, made sure I was always busy with tasks.

● Bartender

Abode Champagne bar |

- Outgoing personality.
- Ability to work well in a team.
- Tact and diplomacy for dealing with difficult situation.
- Good memory and I am very responsible and reliable.
- Good with dealing with complaints.
- Reporting financial information to the Accounts manager after the end of the day.
- Cashing up at the end of the day and putting all the cash in the safe for the Accounts manager

● a receptionist

Pharmacy2U |

- Learnt how to communicate with patients who were coming in for their vaccine and if they were worried.



- Working in a high pressure environment.
- Great written and verbal communication skills.

Education & Training

- **PL Makeup Academy**
makeup artist,
- **Canterbury Christ Church University**
Bachelor's degree in Chemistry for Drug Discovery,