



HARSHA RATHNAYAKE

RETAIL CASHIER & SALES ASSOCIATE

✉ harsharathnayake319@gmail.com

🌐 bento.me/buddhika

📞 +971-564407752

🔗 linkedin.com/in/buddhika319

PERSONAL DETAILS

Full Name :

Harsha Eranga Buddhika Rathnayake

Address : Al Khail Gate, Al Quoz, Dubai

Date Of Birth : 23 / 09 / 2000

Civil Status : Single

Nationality : Sri Lankan

Visa Type : Visit Visa

EDUCATION

Buono Coffee Academy - (2024)

- Certificate In Barista Skills

Academy Europe Open University - (2023)

- Certificate In Tourism Management
- Certificate In Decision Making Process & Talent Management
- Certificate In Marketing Management

SITC Campus - (2021 / 22)

- Diploma in Information Technology
- Diploma in Human Resource Management & Employment Law

SKILLS

- Friendly customer service
- Cash handling
- Multitasking & Fast-Paced Work
- Time Management
- Store Maintenance
- Retail Sales
- POS System
- Inventory Management

LANGUAGE

- English
- Sinhala

About Me

Dynamic and customer-oriented retail professional with over two years of experience as a cashier and sales associate, alongside more than one year as an assistant store manager. Proven track record of driving sales, enhancing customer satisfaction, and efficiently managing store operations. Seeking to leverage my skills and experience in a challenging retail role

WORK EXPERIENCE

Cashier And Barista

Buono Cafe - Sri Lanka

(May 2024 - November 2024)

- Greeting guests and welcoming them into the cafe, taking orders and entering them into the point of sale system.
- Took coffee, food, and other beverage orders and prepared them for customers quickly and effectively.
- A clean and professional appearance and lines and backdrops are always kept clean and tidy for guest satisfaction.
- Stock ordering, management, stock checking and analysis, stock routing, invoice handling

Cashier And Juice Bar

Manna Cafe - Sri Lanka

(December 2021 - November 2023)

- Conducting correct financial transactions with customers and providing friendly customer service.
- Customer service, juice bar operation, recipe maintenance, order management and staff coordinating.
- Inventory management, stock purchases and expenses handling, invoice finalizing.
- Assisted in training new cashiers on POS system functions, enhancing

Assistant Store Manager

Trinity Asia (PVT) LTD - Sri Lanka

(October 2020 - November 2021)

- Ensuring proper documentation of received consignments and issued consignments and correction of errors. then prepare relevant documents, estimates and update them.
- Conduct periodic audit of inventory and monitoring, quality assurance and identifying areas for improvement.
- Prepare shipments, monitor, manage contingencies and hand over shipments.
- Maintain warehouse to high standards and manage human resources to achieve targets.

ACHIEVEMENT

- Participated in Sri Lanka national barista championship - 2024