



Dilmi Sandanika

Nationality: Sri Lankan **Date of birth:** 17th Aug 2000 **Gender:** Female

Phone number: (+971) 582172633

Email address: sandanikadilmi0@gmail.com

Whatsapp : +971582172633

Location : Al Nahda, Sharjah, (United Arab Emirates)

ABOUT ME

A capable, experienced sales assistant with an exceptional dedication to take challenges continuously to achieve great heights in the service as the career which contains challenges as well as opportunities which would allow me to achieve my goals, vision and the objectives of the company that I committed by sharing my knowledge by using strategies and fresh experience.

WORK EXPERIENCE

Sales Assistant-Pharmacy

Sampath Pharmacy, Sri Lanka [Aug 2021 - Sep 2022]

- Give general assistance with daily pharmacy activities
- Take prescriptions from clients in person and over the phone
- Maintain cash register
- Handling inventory

Sales assistant and Cashier

Singer Sri Lanka Ltd, Sri Lanka [Jan 2019 - Dec 2020]

- Manage transactions with customers using cash registers
- Scan goods and ensure pricing is accurate
- Collect payments whether in cash or credit
- Present, promote and sell products/services using solid arguments to existing and prospective customers
- Coordinate sales effort with team members and other departments
- Issue receipts, refunds or change
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving the store
- Track transactions on balance sheets and report any discrepancies
- Maintain a high level of professionalism in both appearance and attitude

EDUCATION AND TRAINING

- G.C.E Ordinary Level Examination (2016)
- G.C.E Advanced Level Examination- Commerce stream(2019)
- Diploma in English - Nenasala, Sri Lanka
- Certificate in Information technology - Thurunu Shakthi, Sri Lanka

LANGUAGE SKILLS

Native: **Sinhala**

Other language(s): **English**

DIGITAL SKILLS

Microsoft Office / Social Media / LinkedIn / Outlook / Good listener and communicator / Motivated / Team- work oriented / Decision-making / Reliability / time management / Building Customer Loyalty / Problem analysis and problem solving skills