



# Harshani Vichakshana

## Profile

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A self-motivated, independent individual who can take on any challenge with minimal supervision and guidance. A strong team player, who can interact with different individuals with different opinions, and share knowledge and work together towards a collective goal. Able to learn and understand new concepts and techniques with minimal time, without having to undergo specialized training, and apply it in real world applications effectively and planning to use these skills in achieving my ultimate career goal in the shortest possible time.

## Experience

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### Cashier Cum Sales Assistant

#### Prisca Super Market Kiribathgoda, Sri Lanka

July 2023 to May 2024

- Process cash, credit, and debit payments accurately.
- Assist customers with inquiries and provide product information.
- Keep cashier area organized and restocked.
- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Issue receipts, refunds, change or tickets.
- Redeem stamps and coupons.
- Cross-sell products and introduce new ones.
- Resolve customer complaints, guide them and provide relevant information.
- Track transaction on balance sheets and report any discrepancies.
- Handle merchandise returns and exchanges.

### Sales Assistant

#### Keels Super Market Kadawtha, Sri Lanka

Aug 2022 to Apr 2023

- Understanding customer's needs and providing a friendly and helpful assistance.
- Monitoring inventory levels and restocking shelves.
- Assist in receiving and unpacking the shipments.
- Processing customer payments, handling cash transactions and using POS system.
- Working closely with other team members.
- Keeping the store clean, organized and presentable.

## Contact

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### Phone

+971 54 779 2509

### Email

vharshani1234@gmail.com

### Address

Block A, AAMM Building Al  
Nahda Street, Dubai, UAE

### Visa Status

Visit Visa

## Skills

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- Customer Service
- Cash Handling
- Attention to details
- Organizational Skills
- Time Management
- Team Work
- Problem-Solving
- Basic Math Skills

## Language

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- English
- Sinhala

## References

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Can be provided on the  
request.

## **Bakery Assistant**

**Keels Super Market Kadawtha, Sri Lanka**

**Nov 2021 to Aug 2022**

- Maintained cleanliness and hygiene in the bakery section.
- Monitored stock levels and ensured timely restocking of bakery items.
- Assisted customers with product selections.
- Ensured the display of bakery items was appealing and organized.
- Checked product quality and ensured adherence to food safety regulations.
- Supported the team in meeting daily production and sales targets.
- Operated bakery equipment such as ovens, mixers, and slicers.
- Packaged and labeled bakery products for sale.
- Collaborated with team members to ensure smooth operations in a fast-paced environment

## **Education**

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- G.C.E Advance Level (2013) - obtained “A” pass and two “C” passes in Commerce stream.
- Certificate in Accounting and Business  
Institute of Chartered Accounts of Sri Lanka
- Certificate in Information Technology for the Business Environment  
Institute of Chartered Accounts of Sri Lanka
- Certificate in Early Childhood Development  
Open University of Sri Lanka