



PIYUMINI DULANGA



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I am planning to utilize my skills and abilities in a relevant profession, where a growth prospect are unlimited and individually is recognized by work, and to achieve professional satisfaction by meeting higher responsibilities and involving in competent work areas along with make a positive contribution in team environment towards the fulfillment of employer's mission.

EXPERIENCE

CASHIER

GREEN LAND HYPERMARKET, SATWA, DUBAI

SEPTEMBER 2023 – DECEMBER 2023

- Ensure pricing is correct.
- Collect payments whether in cash or credit.
- Count money in cash drawers at the beginning and end of shifts to ensure that amounts are correct and that there is adequate change.
- Resolve customer complaints, guide them, and provide relevant information.
- Greet customers when entering or leaving establishment.
- Maintain clean and tidy checkout areas.
- Provide excellent customer service to ensure satisfaction.

ACCOUNTS ASSISTANT

CAMSO LOADSTAR (PVT) LTD, MATARA, SRI LANKA

2020 -2021

- Processed company documentation, such as invoices and payment checks.
- Completed the general ledger with payroll entries.
- Analyzed SAP data for accuracy.
- Provided detailed accounting reports for administrators and clients.
- Managed the petty cash transactions.
- Prepared the financial reports.

AUDIT TRAINEE

EY CHARTERED ACCOUNTANTS, MATARA, SRI LANKA

2015 – 2016

- Supported Audit Senior/ Assistant Manager to collate and analyze data to detect deficient controls, duplicated efforts, fraud, non-compliance with regulations and management policies.
- Worked Along with Audit Senior / Manager to inspect and conduct fixed asset verification in an effective and efficient way.
- Checked client's financial statements to ensure proper accounting of all income and expenditure.
- Handle merchandise returns and exchanges.
- Operating scanners, scales, cash registers, and other electronics.

- Worked as part of a team by contributing to research, data collection and analysis as well as assist in the completion of an audit job within agreed timescales, budget and in accordance Audit Standards.

CASHIER

NEW CHEAP SIDE, AKURESSA, SRI LANKA

2014 – 2015

- 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.
- Cross-sell products and introduce new ones.
- Resolve customer complaints, guide them and provide relevant information.
- Maintain clean and tidy checkout areas.
- Bag, box or gift-wrap packages.

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION

UNIVERSITY OF RUHUNA, SRI LANKA

2016-2021

BUSINESS LEVEL II

INSTITUTE OF CHARTERED ACCOUNTANT, SRI LANKA

2014-2020

G.C.E. ADVANCED LEVEL

COMMERCE STREAM

MR/ THELIJAWILA CENTAL COLLEGE

2014

SKILLS

- | | |
|------------------------|-------------------------|
| • Communication Skills | • Organizational Skills |
| • Cash handling | • Microsoft Office |
| • Time Management | • Fast Learner |

PERSONAL DETAILS

Name in Full : Piyumini Dulanga Wickramage

Date of Birth : 28.05.1994

Nationality : Sri Lankan

Gender : Female

Passport No : N9248381