



NISHANTHAN PUNITHAN

Contact

Dubai United Arab Emirates

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nishjill@gmail.com

Nationality: Sri Lanka

EDUCATION

January 2023

Certification Course : CCTV
Instalation

Winsys City Campaus, Colombo,
Sri Lanka

August 2021

Diploma In Accounting :
Tally.ERP 9

**CSC Computer Software
Center College** – Pollachi, India

December 2009

A-Level: Accounting

St.anthony's College,
Wattala, Sri Lanka

August 2007

Diploma In Computer Studies :
Information Technology and
Computer Applications

**Gateway Center For
Information Technology** –
Wattala, Sri Lanka

December 2006

O-Level

St.anthony's College –
Wattala, Sri Lanka

Software

Tally erp 9

Zoho accounting software

Languages

Tamil: Native

English

Upper Intermediate (B2)

Tamil

Bilingual or Proficient (B1)

Malayalam

Intermediate (B1)

PROFESSIONAL SUMMARY

Responsible Cashier proficient in handling money, restocking merchandise and helping customers locate products. History of keeping work areas clean, neat and professionally arranged. Good listening skills combined with attentive and detail-oriented nature.

SKILLS

- Customer assistance
- Product and service sales
- Inventory management
- Payment collection
- Records Maintenance
- Time management skills
- Cash Handling
- Proficient in [Software]
- Receipt and refund issuance
- Money handling
- Product restocking
- Cleaning and sanitizing
- Purchase assistance
- Cash register operation
- Customer Relations
- Currency counting
- Refunds and exchanges
- Sales expertise
- Cash register systems
- Reports and documents

WORK HISTORY

January 2014 – December 2022

Cashier, RJ Supermarket, Wattala, Sri Lanka

- Worked closely with shift manager to solve problems and handle customer concerns.
- Welcomed customers and helped determine their needs.
- Operated cash register for cash, check, and credit card transactions with excellent accuracy levels.
- Worked flexible schedule and extra shifts to meet business needs.
- Assisted customers with returns, refunds and resolving transaction issues.
- Stocked, tagged and displayed merchandise as required.
- Counted money in cash drawers at beginning and end of shifts to maintain accuracy.
- Built relationships with customers to encourage repeat business.
- Tallied cash drawer at beginning and end of each work shift.
- Conducted inventory counts by adding each item in stock and documenting in computer system.
- Processed refunds and exchanges in accordance with company policy.
- Handled cash with high accuracy and took care to check bills for fraud.
- Operated cash register to record transactions accurately and efficiently.
- Identified and resolved discrepancies and errors in customer accounts.
- Worked with floor team and managers to meet wide range of customer needs.
- Maintained current knowledge of store promotions and highlighted sales to customers.
- Performed cash, card and check transactions to complete customer purchases.
- Learned duties for various positions and provided backup at key times.
- Reconciled cash drawer at start and end of each shift, accounting for errors, and resolving discrepancies.
- Monitored self-checkout systems and provided help in resolving complex problems.
- Set up new sales displays each week with fresh merchandise.
- Used POS system to enter orders, process payments and issue receipts.

December 2010 – December 2013

Cashier, Hemas hospital, Hendala, Sri Lanka

- Welcomed customers and helped determine their needs.
- Operated cash register for cash, check, and credit card transactions with excellent accuracy levels.
- Worked flexible schedule and extra shifts to meet business needs.
- Operated cash register to record transactions accurately and efficiently.
- Performed cash, card and check transactions to complete customer purchases.
- Reconciled cash drawer at start and end of each shift, accounting for errors, and resolving discrepancies.
- Used POS system to enter orders, process payments and issue receipts.

Personal Data

Date of Birth : 23-April-1990

Passport Number : N10149049

Passport Expiry Date : 21-12-2032

Status : Single

Interest

: Listening Music, Explore new Place, Singing