

M.A. Anomali Thilakarathne

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Nationality: Sri Lankan

Visa status: 60 Days visit visa (Expires on 15/11/2024)



WORKING EXPERINCE

Office Clerk , Keels Super , Kegalle -Sri Lanka 2022 - 2024

- **Administrative Support:** Assisting with general office tasks like filing, data entry, and managing correspondence.
- **Record Keeping:** Maintaining accurate records and databases, including invoices, receipts, and employee files.
- **Communication:** Answering phones, directing calls, and responding to emails or inquiries from clients and colleagues.
- **Scheduling:** Helping to organize appointments, meetings, and events, and managing calendars.
- **Inventory Management:** Keeping track of office supplies and ordering materials as needed.
- **Document Preparation:** Drafting, proofreading, and formatting documents, reports, and presentations.
- **Customer Service:** Assisting visitors and clients, providing information, and addressing concerns

CASHIER , Cargils Super PVT Ltd, Rathnapura -Sri Lanka 2019 - 2022

- **Transaction Processing:** Accurately handle cash, credit, and debit transactions, ensuring correct amounts are processed.
- **Customer Service:** Greet customers warmly, answer inquiries, and provide assistance to enhance the shopping experience.
- **Product Scanning:** Efficiently scan items and apply discounts or promotions as needed.

LANGUAGES

Sinhala: Native

English: Fluent

PROFFESINAL SUMMERY

Enthusiastic and detail-oriented Office Clerk seeking a challenging role in a dynamic UAE-based company. Possesses strong organizational and communication skills. Experienced in handling various administrative tasks, including, scheduling and planning appointments, managing office supplies, preparing reports contribute to continuous improvement initiatives within the production department.. Eager to contribute to the success of the team.

EDUCATION QUALIFICATION

2012	Diploma in information & technology Sabaragamuwa University, Sri Lanka.
2010	Diploma in English Sabaragamuwa University, Sri Lanka.
2009	GCE A/L in Bio Science stream R/ Sumana Girls' School, Ratnapura.
2004	GCE O/L Passed R/ Sumana Girls' School, Ratnapura.

KEY SKILLS

- Communication
- Teamwork
- Adaptability
- Attention to Detail
- Multitasking
- Problem Solving
- Customer service
- Time Management
- Project Management
- Contract Negotiation
- Office Administration
- Documentation and Reporting
- Hardworking
- Fast Learning
- Microsoft Office Suite
- Internet & Email
- Office Management

REFREENCE

Available upon request