

J.M.K.Gayathri



About Me

Highly organized and detail-oriented professional with experience in coordination, administrative support, and cashiering. Skilled in handling admissions, billing, data management, and financial transactions with accuracy and efficiency. Proficient in office management, record-keeping, reporting, and presentation creation. Adept at multitasking in fast-paced environments while ensuring excellent service delivery and customer satisfaction. Seeking an opportunity to apply my expertise in a dynamic and growth-oriented setting.



Education

SDTI Campus 2021-2022

- Diploma in Human Resource Management

NAITA 2021-2022

- National Qualification in Clerk

Esoft Metro Campus 2017-2018

- Diploma in IT
- Diploma in English
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Experience

World Spice Cashier

- Efficiently processed cash, credit, and digital payments while ensuring accuracy in transactions and daily reconciliations. Managed cash handling, performed end-of-day reports, and maintained a well-organized cashier station. Providing excellent customer service, assisted customers with inquiries, resolved complaints, and ensured a smooth checkout experience. Additionally, helping to maintain an organized and customer-friendly environment.

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Asiri Hospital Holdings PLC Coordinator

- Managed patient admissions and ensured accurate documentation. Ordered patient meals, considering dietary requirements. Coordinated the ordering of consumables and medications. Prepared and finalized patient bills for submission to the billing department. Ensured smooth communication between departments for efficient patient care.

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People's Bank Computer Assistant

- Performed data entry with accuracy and efficiency. Prepared monthly and annual reports for management review. Maintained and organized office files for easy retrieval. Created presentations for meetings and reports. Assisted in general administrative and computer-related tasks.

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Contact

Phone

+971582093542

Email

kgjayasundara@gmail.com

Address

Dubai, UAE

Personal Information

- Date of Birth- 18/08/1998
- Nationality- Sri Lanka
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Expertise

- Cashiering & Transactions
- Billing & Invoicing
- Coordination & Administration
- Data Entry & Management
- Report Preparation
- Inventory & Ordering
- Record-Keeping
- Customer Service
- Multitasking
- Time Management
- Accuracy & Attention to Detail
- Computer literacy
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