

KRISHANI AKURANA

Cashier/ Receptionist

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Dubai, UAE | LinkedIn: [Madusha Krishani](#)



PROFILE

Detail-oriented and proactive professional with diverse experience in administrative support roles including Administrative Assistant, Purchase Assistant, Receptionist, Coordinator, and HR Assistant. Skilled in managing daily office operations, handling correspondence, coordinating meetings, supporting HR functions, and maintaining strong vendor and client relationships. Known for excellent organizational abilities, communication, and a collaborative work style. Able to multitask effectively in fast-paced environments while maintaining accuracy and efficiency.

SKILLS

- | | | |
|------------------------|------------------------|----------------------------|
| • Attention to details | • Communication skills | • Multitasking |
| • Data Entry | • Team Collaboration | • Record Keeping |
| • File Management | • Office Management | • Proficiency in MS Office |
| • English Proficiency | • Coordination | |

WORK EXPERIENCE

Coordinator

Feb 2023 – Jan 2025

Top Cleaning Service, Dubai

- **Coordinating staff & client** assignments to ensure timely placement at designated locations.
- **Scheduling appointment**, answer the call and responding to e-mail
- Monitor and manage stock levels and **purchase cleaning materials** supplies

Admin Assistant – Quality Assurance Department

Jul 2020 – Aug 2022

Jay Jay Mills (Pvt) Ltd, Sri Lanka

- **Prepare reports**, including weekly and monthly summaries, to monitor performance and progress.
- Enter and manage data in the system, ensuring **accurate calculations** and maintaining data integrity.
- Maintain and organize departmental records for **proper documentation** and effortless retrieval.
- Coordinate and manage audits to ensure compliance with standards (e.g., **ISO, Buying audit**).
- Utilize **Microsoft Office Suite** (Word, Excel, PowerPoint) to create impactful reports, documentation, and presentations.
- Perform administrative tasks such as **filing, typing, copying, and scanning** to support efficient **office operations**.

Cashier/Purchase Assistant

Aug 2016 – Aug 2018

Cargill's Food City, Sri Lanka

- **Greeting & assisting to customers** in selecting products
- Handling the **credit and cash transaction**.
- **Stock and restock merchandise** as needed, ensuring consistent product availability and accurate inventory.
- Receive and manage product deliveries, organizing items efficiently and maintaining precise **inventory records**.

admin cum Receptionist

Aug 2015 – Apr 2016

Concord Apparel (Pvt) Ltd. Sri Lanka

- Support **employee onboarding** processes to ensure a seamless transition for new hires.
- Assist in **recruitment tasks**, including job posting, issuing offer letters, and employee barcodes.
- Maintain and update employee databases and **personal files** for accurate record-keeping.
- Coordinate and help execute training and **development programs** for employees.

EDUCATION QUALIFICATION

Bachelor of Arts

2016 - 2020

University of Colombo, Sri Lanka

Certificate Course in English Language

2016 – 2019

University of Colombo, Sri Lanka

Diploma in Computer Science

2018 – 2019

Vocational Training Center, Sri Lanka

Certificate Course of HRM

2018 – 2019

University of Colombo, Sri Lanka

PERSONAL DETAILS

Name in Full : Akurana Gamaralalage Madusha Krishani Akurana
Date of Birth : 7th July, 1995
Nationality : Sri Lankan
Passport No : N9814826
Visa Status : Husband sponsor visa

REFERENCES

Mr. Thilina Perera
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National Feed and Flour Production & Marketing Co. LLC
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