

# KRISHANI AKURANA

## Cashier/ Receptionist

+971 58 898 3775 | [agmkakurana@gmail.com](mailto:agmkakurana@gmail.com)

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

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

### WORK EXPERIENCE

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#### 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

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### 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

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

## REFERENCES

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Mr. Thilina Perera  
Logistic Operations Manager  
National Feed and Flour Production & Marketing Co. LLC  
[tperera@nfpm.ae](mailto:tperera@nfpm.ae)  
+971 56 525 8546