



CHAMIKA MALSHAN

Cashier Cum Stocker

Contacts



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Al Satwa , Dubai - United Arab Emirates



Age - 26 years Old



Nationality - Sri Lanka



Visa Status - Visit Visa

Work Experience

Cashier Cum Stocker

2023 - Present

Happy Bazar Supermarket I UAE

Happy Bazar Supermarket located at Jumeirah, Al Satwa is one of the Top Supermarkets, Hypermarkets & Grocery Stores in Dubai

- Extend a warm welcome and provide exemplary service to customers.
- Assist customers with queries and guide them through the checkout process.
- Process customer transactions accurately and efficiently.
- Handle cash, credit card, and digital transactions with precision.
- Efficiently manage the packing area, presenting products neatly.
- Ensure the checkout area is clean, orderly, and well-organized.
- Stay informed about ongoing promotions and discounts.
- Assist customers in locating products and provide relevant information.
- Maintain an organized cash drawer throughout the shift.
- Sort and Organized products
- Stock shelves according to company guidelines
- Rotate stock to ensure that older items are sold first (FIFO)

Front Office Cashier

2022 - 2023

Ramada By Wyndham I Sri Lanka

The Ramada by Wyndham Colombo is a hotel located in Colombo, The hotel offers a variety of amenities, including an outdoor pool, two restaurants, a bar, a 24-hour coffee shop, a gym, a sauna, and free parking. The hotel's 94 rooms are spacious and offer smart-luxury services.

- Process all guest check-ins by confirming reservations, assigning room, and issuing and activating room key.
- Count cash at the beginning and end of shift. Balance and drop receipts according to Accounting specifications.
- Run daily reports, identify any special requests, and check reports for make sure about the accuracy. (IDS System)
- Answer, record, and process all guest calls, messages, requests, questions, or concerns.
- Process all payment types such as room charges, cash, checks, debit, or credit

Cashier Cum Stocker

2019 - 2022

Arpico Supermarket I Sri Lanka

Arpico is Sri Lanka's largest and leading supermarket chain, renowned for its diverse product range, convenience, and commitment to customer satisfaction. We offer a dynamic and fast-paced work environment with opportunities for growth and development.

Cashiering

- Operate the cash register accurately and efficiently.
- Process customer payments (cash, card, etc.) and follow company procedures.
- Bag groceries neatly and efficiently.
- Provide friendly and courteous service to customers.
- Resolve customer inquiries and concerns promptly and professionally.

Stocking

- Maintain store shelves by stocking products, ensuring proper rotation and facing.
- Price merchandise according to tags and promotions.
- Assist with inventory management tasks such as stock take and audits.
- Keep the store clean and organized.

About Me

I am a highly motivated and customer-oriented individual with 4 years of experience in retail, seeking a Cashier cum Stocking position in your company in Dubai. I possess strong cash handling skills, excellent customer service abilities, and a proven track record of maintaining accurate inventory levels. I am confident in my ability to contribute to the smooth operation of your store and provide exceptional service to your customers.

Education

Bachelor Degree Of Business Management

Canterbury Christ Church University UK
2021 - 2022

Higher National Diploma of Business Management

Scottish Qualifications Authority UK
2019 - 2021

Diploma in Business IT

SIBT - Sri Lanka
2018

GCE Advanced Level - Commerce

ST Johns College Nugegoda - Sri Lanka
2016

Skills

- Friendly and positive attitude
- Excellent communication skills
- Active listening
- Problem-solving skills
- Teamwork
- Cash Handling
- Inventory Management
- Computer literacy (Familiar with POS systems and expertise with Ms Office packages)