



Chamil Ranasinghe

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Education

G.C.E. (GENERAL CERTIFICATE OF EDUCATION) ADVANCED LEVEL
(SRI LANKA)

Royal college – Sep 2004 – Jun 2007

Commerce STREAM

- A(Business Studies)
- B(Accounting)
- C(Economics)

G.C.E. (GENERAL CERTIFICATE OF EDUCATION) ORDINARY LEVEL
(SRI LANKA)

Employment

Pacific Tech LLC

Technical Assistant – 2023 April to Up to date

- Containment and Cable Pulling.
- Router Installations.

TKS Finance Ltd

Cashier – 2017 April to 2022 November

- Balancing the cash register and generating reports for credit and debit sales.
- Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer.
- Processing refunds and exchanges, resolving complaints.
- Bagging or wrapping purchases to ensure safe transport.

TKS Finance Ltd

Office Assistant – Sep 2013 – April 2017

- Handling incoming calls and other communications.
- Managing filing system.
- Recording information as needed.
- Updating paperwork, maintaining documents, and word processing.
- Performing general office clerk duties and errands.
- Coordinating events as necessary.
- Maintaining supply inventory.

Certificates

- Passed Foundation Examination of Chartered Accountants of Sri Lanka – January 2008
- Passed Technician stage of Certified Management Accountants of Sri Lanka – March 2011

Personal details

Date of birth

February 20, 1987

Gender

Male

Nationality

Sri Lankan

Civil status

Married

Passport No / Visa status

N10101739 / Residence

Skills

Written and Verbal
Communication.



Interpersonal Skills



Manage Multiple Tasks



Judgment



Critical Thinking.



Languages

Sinhala



English

