



Chamodi Mendis – Cashier

SUMMARY

Energetic and cordial customer service professional with skills in money management and communication. Handles working in the cashier role with ease and enjoys being part of a team to get tasks done more quickly. Always open to learning on the job.

WORK EXPERIENCE

CASHIER – CARGILLS CEYLON PLC - COLOMBO, SRI LANKA (08/2020 – 09/2023)

- Assisted customers with sales transactions accurately and efficiently, including cash and card payments.
- Completed daily cash and credit sales reports for supervisors and store managers.
- Helped up to 20 customers per hour during rush hour with confidence and positive energy.
- Helped customers in locating hard-to-find items with an uplifting attitude.
- Played a key role in making customers feel welcomed and satisfied by maintaining a professional attitude.
- Issue receipts, refunds, change or tickets.
- Resolve customer complaints, guide them and provide relevant information.

CASHIER – CEYLON HOT KITCHEN - COLOMBO, SRI LANKA (08/2020 – 09/2018)

- Maintain the cash register by accurately counting the cash drawer at the beginning and end of each shift, ensuring that it balances with sales transactions.
- Answer customer inquiries and resolve any issues or complaints.
- Greet customers and assist them with their purchases.
- Greet customers and present menus
- Arrange table settings
- Keep tables clean and tidy at all times
- Deliver cheques and collect payments

ACADEMIC BACKGROUND

Higher National Diploma in Accountancy – (B.Com Bachelor Degree Equivalent) Sri Lanka Institute of Advanced Technological Education - (Final Year – Pending Result)

CMA Foundation Level Examination

Institute of Certified Management Accountants of Sri Lanka

AAT Foundation Level Examination

Association of Accounting Technicians of Sri Lanka

GCE Advanced Level Examination – 2014 – (High School Diploma) *Commerce Stream*

St. Anne's Girls School – Wattala

Certificate in Microsoft office – Merit Pass

JMC School of computer -Colombo

CONTACT INFO

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PERSONAL DETAILS

Nationality: Sri Lankan

Marital Status: Married

Passport No: N9713862

LANGUAGE

English - Fluent

Sinhala – Native

SKILL HIGHLIGHTS

Cash Handling

Mathematics

Customer Service

Leadership Experience

Time Management

Organizing Skills

Teamwork

SYSTEM

Microsoft Office– Expert

I.Construct – Expert

Tally - Proficient

Quickbook - Proficient