



Chathuri Jayamini

CONTACT

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Personal Information

Nationality - Sri Lankan

Birthday - 1993/04/09

Age - 32

Civil Status - Single

Languages -
English/Sinhala/Hindi

OBJECTIVE

To obtain position of responsibilities that utilizes my skills and experience and keen to work in an environment where I can enrich my knowledge. To excel in my field through hard work, research, skills and perseverance.

PROFESSIONAL SKILLS

- ❖ F&B
- ❖ Computer Literate
- ❖ Excellent interpersonal and communication skills
- ❖ Basic knowledge of Accounts

Work Experience

Company - 1004 Gourmet – Korean Supermarket
Position - Shop Assistant - (2022Aug – 2025 Feb)

- ❖ Receiving, unpacking and arranging new shipments from suppliers and vendors.
- ❖ Arranging and labelling goods in the display shelves.
- ❖ Assisting customers in finding the products they're looking for.
- ❖ Processing customer payments at the checkout point/till.
- ❖ Addressing customer complaints and inquiries.
- ❖ Providing shopping advice and recommendations to customers.
- ❖ Performing periodic price audits to resolve price discrepancies.
- ❖ Collaborating with other team members to keep the sales floor area clean and organized at all times.

Educational Attainment



Boston Business
College Singapore
2018 Diploma in
Hospitality
Management



Aquinas College Sri
Lanka -English &
Computer Science
Certificate Course



E Soft Sri Lanka
Graphic Designing
Certificate Course



Advanced Level Exam
Sri Lanka – Passed

Company - Majid Al Futtaim

Position - Customer Service Officer (March 2020-October-2021)

- ❖ Resolve customer complaints via phone, email or social media.
- ❖ Assist and issuing placement of orders, refunds or exchanges.
- ❖ Creating cases for all electronic items such as mobile, home appliances & TV.
- ❖ Count money in cash drawers at the beginning and closing the shift.
- ❖ Keeping the reports of offline transactions.

Company - Majid Al Futtaim

Position - Cashier (May 2019 – February 2020)

- ❖ Scanning the items purchased by the customer and receives payment by cash.
- ❖ Issue receipts, tickets and change to the customer.
- ❖ Greet customer when entering or leaving the counter.
- ❖ Keeping the reports of offline transactions.

Company - Ginza Lion

Position – Waitress/Food Runner/Host (2018)

- ❖ Welcome guest with warm smile.
- ❖ Serving the dishes with professional skill.
- ❖ Taking orders and entering to the system.

Company – E Tech Lanka

Position – Teacher Computer Science (2014-2018)

I hereby authorize you to process my personal data include in my job application for the needs of the recruitment process in accordance with law.

H.P. Chathuri Jayamini