



# Dinith Nilaksha

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## SUMMARY

To secure a challenging role in a professional environment, utilizing my educational background, strong work ethic, and willingness to take on new responsibilities to contribute to the success of the company.

## SKILLS

- Financial Analysis
- Bookkeeping
- Data Entry
- Budgeting
- Documentation
- Self motivated and determine
- Flexible and punctuality
- Attention to detail
- Problem solving
- Computer Literacy

## LANGUAGES

- Hindi
- English
- Sinhala
- Arabic

## REFERENCE

Reference available upon request

## EXPERIENCE

### Team Member Jan 2024

Viva Supermarket - UAE

- Arranging the store Including checking freshness in fruites and vegetables
- Restocked shelves, maintained product displays, and ensured cleanliness in assigned departments
- Handling the cash counter And Customer Service
- Pricing, Store promotion updates Expiry checking and stock taking

### Account Assistant Jan 2022 — Jan 2024

Bio Grow Lanka (Pvt) Ltd - Negombo, Sri Lanka

- Arranging sales invoices and performance invoices
- Make rupee payments Check petty cash reimbursement
- Make Euro and Doller payments using Draft and TT
- Purchase packing material and general items

### Crew Member / Steward Oct 2020 — Dec 2021

Clove Transit Hotel - Katunayake, Sri Lanka

- Providing polite and efficient service to guests, answering their questions, and assisting with their needs.
- Helping servers with various tasks, such as delivering food and beverages, placing and replacing silverware, and ensuring efficient service.
- Maintaining cleanliness and hygiene in the kitchen, dining areas, and related spaces.

## EDUCATION

### BMV Collage 2018 — 2020

Minuwangoda, Sri Lanka | General Certificate of Education - Advanced Level in Commerce Stream

### BMV Collage 2006 — 2017

Minuwangoda, Sri Lanka | General Certificate of Education - Ordinary Level

## CERTIFICATIONS AND LICENSES

- Association of Accounting Technicians (level 2) - 2021
- Association of Accounting Technicians (level 1) - 2018
- Certificate in Spoken English - 2019