

HASINI WIJETHUNGA

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Madina Building,
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Profile

I am a quick learner, which means I will be able to start contributing to the team's objectives and goals in super-fast time. I am a people person, an excellent communicator, and a really good collaborator, and I always make sure to put the needs of the team first, which requires me to achieve goals. . I am skilled at working with MS office email applications and other related applications (MS Word, MS Excel, MS PowerPoint, and Outlook.) Further, I am a recognized expert in interpersonal communication and a vocal collaborator.

Personal Details

NAME IN FULL	R E G Hasini Dilupama Wijethunga
DATE OF BIRTH	06 AUGUST 1998
RELIGION	Buddhism
NATIONALITY	Srilankan
CIVIL STATUS	Married

Professional Experience

- Invoice the customer per the goods delivered
- Accredited for timely collection of customer payment
- Prepare Monthly Financial Statements
- Proficient schedules as requested by management
- Excellent calculation and processing of payroll
- Verifying Vendor Invoices & system entry
- Prepare cheques for the Vendor's Payment
- Valuable management of Petty Cash
- Prepare quotations for customer inquiry
- Prepare sales order
- Generate sales and manage reports

UAE Work Experience

PLAYTIME ENTERTAINMENT LLC | CASHIER & SALES GIRL

- Processed customer payments accurately and efficiently
- Operated and maintained cash registers and other point-of-sale equipment
- Reconciled cash and credit card receipts at the end of each shift
- Maintained a clean and organized work area
- Stocked shelves and ensured that products were properly displayed

OTHER EXPERIENCES

- Invoice the customer per the goods delivered
- Provided excellent customer service, greeting customers warmly and answering their questions
- Worked independently and as part of a team to provide a positive customer experience
- Created budgets, kept track of expenses, and delivered bills for goods or services delivered by colleagues of the organization that received management approval

Education Qualifications _____

Sri Jayawardenapura University, Sri Lanka — Bachelor of Science Management (Public) General (External)
Ongoing

Esoft Metro Campus, Sri Lanka - Higher Diploma in Computer Science
2018

English Bee Institute, Sri Lanka - Diploma in English & Essential Soft Skill for Workplace Success
2019

I hereby attest that the above information is true and correct according to the best of my knowledge.

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Date

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Signature