

Ishini Fonseka

Guest Expert

To face challenges within different organizational cultures utilizing my knowledge and experience, to make a worthwhile contribution in realizing the vision and goals of the organization.



✉ ishinfonseka1@gmail.com

📍 Al Wahda, Sharjah, UAE

📞 +971582061620 / +94763982585

📅 22 March, 2000

WORK EXPERIENCE

Cashier Seylan Bank

10/2019 - 01/2021

Colombo, Sri Lanka

Seylan Bank PLC is a publicly owned Commercial Bank in Sri Lanka.

Achievements/Tasks

- Greeting visitors, Managing security and telecommunications systems.
- Handling queries and complaints via phone, email and general correspondence.
- Excelled in Data entry
- Worked in bancassurance department. Managing kids savings accounts

Contact : Mrs. Thushani Konarage - +94773587559

Cashier/Receptionist CEAT Sri Lanka (Pvt) Ltd.

01/2021 - 12/2022

Colombo, Sri Lanka

A Global Brand Presence in Sri Lanka CEAT is the largest manufacturer of bias and radial pneumatic tires in Sri Lanka.

Achievements/Tasks

- Greeting visitors, Managing security and telecommunications systems.
- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases.

Contact : Mrs. Nimesha Madanayake - +94717706050

Cashier Keells Supermarket

02/2022 - 08/2022

Colombo, Sri Lanka

Keells is a chain of supermarkets in Sri Lanka owned by John Keells Holdings.

Achievements/Tasks

- Attends to the detail and presentation of each order
- Processes return transactions.
- Registers sales on a cash register by scanning items

Contact : Mr. Anjana Perera - +94752387794

Guest Expert/ Cashier Pizza Hut

12/2022 - Present

Dubai, UAE

Pizza Hut is an American multinational restaurant chain and the local franchise partner is Americana.

Achievements/Tasks

- Provides a positive customer experience with fair, friendly, and courteous service.
- Balances cash drawer by counting cash at beginning and end of work shift.

Contact : Mr. Surreddy Suri - +971543842379

SKILLS

Excellent communication skills

Team working

Time management and organization

Skilled in dispatching

Fast learning ability to adapt to any organization system software and frameworks.

Excellent interpersonal relationship management

Leadership and problem solving skills

CERTIFICATES

Certificate in Restaurant & Bar Services
(01/2020 - 06/2020)

Western Lanka Hotel School, Sri Lanka

Diploma in English (10/2019 - 04/2020)

Esoft Metro Campus, Sri Lanka

Diploma in IT (01/2017 - 07/2017)

Esoft Metro Campus, Sri Lanka

EDUCATION

GCE Advanced Level - St. Paul's girls School Kelaniya, Sri Lanka (08/2017 - 08/2019)

ICT, Economics and Accounting was major subjects.

LANGUAGES

English

Professional Working Proficiency

Sinhala

Native or Bilingual Proficiency

Hindi

Elementary Proficiency

INTERESTS

Fast Food Industry

Customer Relations

Marketing

Accounting

Human Resources

Chess