



# LAKSHMI AMARATHUNGA



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Sharjah, UAE.

## OBJECTIVE

I am a punctual and motivated individual who can work in a busy environment and produce high work standards. Possessing the necessary experience in addition to excellent communication, interpersonal, analytical, and conceptual skills I am seeking a challenging position that will provide me the opportunity to, utilize my skills, knowledge, and competencies to achieve the organizational goals and objectives.

## WORK EXPERIENCE

### **Human Resource Assistant | 06 Months Experience**

Jaykay Marketing Services (Pvt) Limited (Keels Supermarket)

- Supporting all internal and external HR-related inquiries or requests.
- Maintaining digital and electronic records of employees.
- Serving as point of contact with benefit vendors and administrators.
- Assisting with the recruitment process by identifying candidates, performing reference checks, and issuing employment contracts.
- Maintaining calendars of the HR management team.

### **Cashier | 01 Year & 06 Month Experience**

Jaykay Marketing Services (Pvt) Limited (Keels Supermarket)

- Welcoming customers, answering their questions, helping them locate items, and providing advice or recommendations.
- Operating scanners, scales, cash registers, and other electronics.
- Balancing the cash register and generating reports for credit and debit sales.
- Accepting payments, ensuring all prices and quantities are accurate and providing a receipt to every customer.
- Processing refunds and exchanges, resolving complaints.

## EDUCATION

Diploma in Human Resource Management in University of Colombo, Sri Lanka.

Completed GCE Advanced Level Examination - 2020

Completed GCE Ordinary Level Examination - 2017

## PROFESSIONAL QUALIFICATIONS

Successfully Completed English Certificate Course

Successfully Completed MS Office Course

## PERSONAL INFO

- |                 |                             |
|-----------------|-----------------------------|
| • Full Name     | Lakshmi Hansika Amarathunga |
| • Date of Birth | 21 April 2001               |
| • Gender        | Female                      |
| • Nationality   | Sri Lankan                  |
| • Civil Status  | Married                     |
| • NIC No        | 200161200427                |
| • Passport No   | N10851163                   |

## **SKILLS**

- Customer Service
- Calls Handling
- Point of Sale
- Merchandising
- Office Management
- Data Entry
- Scheduling
- Filing
- Problem Solving
- Computer Literacy
- Inventory Management
- Data Entry

## **STRENGTHS AND ATTRIBUTES**

- Adaptability, enthusiasm and commitment are demonstrated in all areas of my work .
- Ability to achieve targets and meet deadlines within the time period given.
- Excellent interpersonal and communicational skills.
- Ability to perform well as a leader and team member without any supervision.
- Time Management / Communications / Team Work / Problem Solving / Leadership .

## **LANGUAGES**

- English
- Sinhala

## **REFERENCE**

- Will be provide on request.

I do hereby declare that the above information is true and accurate to the best of my knowledge .