

Summary

Reliable and cooperative waiter with a strong passion for the culinary industry and customer service. I am looking to contribute to the establishment's success with a solid work ethic, dedication, and ability to multitask even under strict time constraints.

Experience

Cashier Cum Customer Service at Arpico Super Centre 09/2011 to 05/2015

Responsibilities:

- ✓ Greet customers warmly and take their orders accurately
- ✓ Process payments efficiently and handle cash transactions
- ✓ Maintain a clean and organized counter area
- ✓ Provide menu information and make recommendations
- ✓ Collaborate with team members to ensure smooth operations

• Salesperson in Singapore - 06 2015 to 07/2017

Cashier cum accountant at ABANS 12/2017 TO 2024/ 11

Job Description:

. Supervise and coordinate daily activities related to estimation, documentation, purchasing, production, and material issuance.

2. Keep accurate records of estimation, documentation, purchasing, production, and material issuance.

3. Coordinate with the purchase department and factory supervisor to reconcile physical stock with ERP.

4. Maintain documentation of each project in physical files and soft copies.

5. Oversee and check transactions related to material purchase, issue, and return from the project.

6. Coordinate with cashier record transactions related to cash and prepare cash reconciliation.

7. Bookkeeping and maintaining accounting records.

Education

Matale Hindu collage High School
Ms office word /

Language

English Tamil



MENAGA DEVI

Contact

Call 0581498389

Whatsapp +94 76 998 8226

menagamenu870@gmail.com

Dubai investment park DUBAI UAE

Skills

- ✓ Customer j Service
- ✓ Communication
- ✓ Sales
- ✓ Professional
- ✓ Positive
- ✓ Organized
- ✓ Friendly
- ✓ Time Management

PERSONAL DETAILS

Visa status Visit visa
Date of birth 03/11/1986

Age 37

Merried status Merried

Natinality Sri lanka

Address Dubai investment park Dubai