



NETHMI ATHUKORALA

PROFILE

✉ amithyanginethmi@gmail.com

☎ 058 235 7626

📍 Sharjah, UAE

🌐 Visit Visa

SKILLS

- Proficient in MS Office (Word, Excel, PowerPoint)
- Email management and correspondence
- Telephone operating and handling inquiries
- Strong communication skills
- Quick learner with adaptability
- Organizational and time management skills
- Positive attitude and problem-solving mindset
- Teamwork and collaboration skills

LANGUAGES

- **English** – Native/Bilingual
- **Sinhala** – Native

About Me

I am a motivated and eager individual looking to kickstart my professional career in Dubai. I bring excellent communication skills, a quick ability to learn, and a positive attitude towards taking on new challenges. I'm adaptable, enthusiastic about personal and professional growth, and ready to contribute to a team. I'm open to learning new skills and gaining hands-on experience in a dynamic work environment, with a strong focus on delivering results and building meaningful relationships.

Education

Diploma in Psychology & Counselling
Institute of Management & Business Studies, Sri Lanka
Graduated – May 2024

English Language Course – Upper Secondary B1.2
British Council Sri Lanka
Graduated – April 2023

AAT – Level 1 (AA1)
Association of Accounting Technicians of Sri Lanka
Graduated – Sep 2019

Work Experience

Cashier

DSI Outlet, Weyangoda, Sri Lanka – March 2023 to May 2024

- **Customer Service:** Greeted customers, assisted with product selection, and addressed inquiries.
- **Cash Handling:** Processed transactions accurately using cash registers and POS systems.
- **Sales Transactions:** Managed sales, returns, and exchanges; ensured correct pricing and discounts.
- **Inventory Management:** Monitored stock levels, reported shortages, and organized merchandise.
- **Record Keeping:** Maintained transaction records, reconciled cash drawers, and prepared reports.
- **Store Maintenance:** Ensured store cleanliness, organized displays, and performed housekeeping.
- **Customer Feedback:** Collected feedback and communicated it to management.
- **Compliance:** Adhered to cash handling, security, and safety policies.