



Reliable and efficient cashier with a proven track record of handling cash transactions accurately and providing excellent customer service. Skilled in managing cash registers, processing payments, and maintaining transaction records. Strong communication and interpersonal skills, with the ability to handle customer inquiries and resolve issues promptly in a fast-paced retail environment.

Experience

Cargills Food City Kandy
cashier cum cash handling

January, 2022 - June 2022

Kandy, Sri Lanka

- Customer Service Excellence
- Product Knowledge
- Cash Handling
- Problem Resolution
- Sales Promotion

Elcardo Industries (PVT) LTD Sri Lanka (July 01, 2022 - October 30, 2023)
Front Office Cashier Cum Accounts Assistant Kandy, Sri Lanka

- Greet Customers in a friendly and professional manner.
- Handling inquiries, request, and complaints from customers regarding payments, invoices.
- Managing cash transactions including receiving payments, issuing receipts and providing changes
- Balancing Cash drawers and reconciling cash transactions at the end of the day
- Following established procedures for cash handling to maintain accuracy and security.
- Updating and maintaining financial records and databases.
- Reconciling accounts and preparing reports for management review
- Performing general administrative tasks such as answering phones, responding to emails, filing paper works, ordering office supplies.

Education

Sri Lanka Institute of Advanced Technological Education (March 30, 2017 - April 09, 2022)
HND in Accountancy
GPA - 3.61

Financial & Management Accounting Project Management & Financial Statement analysis Corporate Finance and Law .

The institute of Chartered Accountants of Sri Lanka (December 01, 2015 - November 28, 2016)
Executive Level
KE-01/KE04

- financial accounting and reporting fundamentals.
- processes, assurance and ethics
- management accounting information *fundamentals of taxation and law

Poojani Dissanayake

Cashier Cum Accounts Assistant

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Skills

cash handling



Briliant in high situations.



Customer Service



Attention to Detail



Time Management



Tally prime



Languages

English



sinhala

