



RASHMI WIJEMANNA

Cashier

Email : rashmiwijemanna97624@gmail.com

Phone : +971 56 859 5277

Address : Al Satwa, Dubai, UAE

Gender : Female

Date of Birth : 24 Jun 1997

Nationality : Sri Lankan

Civil Status : Single

SKILLS

- Point-of-Sale System - (POS)
- Cash Handling
- Customer Service Excellence
- Basic Math Skills
- Product Knowledge
- Software Proficiency
(MS Excel, MS Word, MS PowerPoint)
- Communication Skills
- Teamwork & Adaptability
- Attention to Detail
- Time Management

LANGUAGES

- English - Fluent
- Sinhala - Native

VISA STATUS

- Visit Visa

AVAILABILITY

- Immediate

PROFESSIONAL SUMMARY

Resourceful and customer-oriented professional with proven experience in **Cashiering** and **Customer Service** roles. Proficient in operating point-of-sale systems, handling cash transactions and providing exceptional service to customers. Skilled in maintaining a clean and organized work environment, adhering to established policies and procedures. Currently on a **visit visa** and **immediately available for employment** opportunities.

PROFESSIONAL EXPERIENCE

IN UAE

Cashier Jan 2023 - Jan 2024
Day to Day Hypermarket, Sharjah, UAE

- Greeted customers, assisted with inquiries and selections.
- Operated cash register, processed cash, credit, debit payments.
- Bagged purchases, offered assistance to customers when needed.
- Maintained clean, organized checkout area, stocked supplies.
- Handled cash transactions carefully, followed cash-handling procedures.
- Resolved customer complaints, escalated complex issues to management.
- Counted and reconciled cash drawers at shift's end.
- Adhered to store policies, procedures for service, cash.
- Assisted in maintaining cleanliness, organization of checkout area.
- Remained vigilant for security concerns, reported any incidents.

Cashier cum Waitress Sep 2022 - Jan 2023
Kabab Rolls Restaurant, Dubai, UAE

- Operated cash register, processed cash, credit, and debit payments.
- Greeted and seated guests, provided menus and recommendations.
- Took food and beverage orders from customers accurately.
- Served meals and drinks to guests in a timely manner.
- Checked on guests, ensuring satisfaction with food and service.
- Maintained clean tables, cleared and reset after guests.
- Followed health, safety, and cash-handling procedures diligently.

IN SRI LANKA

Office Assistant Feb 2019 - Feb 2021
Kevilton Sub Agency, Chilaw, Sri Lanka

- Answered and directed incoming calls and visitor inquiries.
- Maintained office supplies inventory, ordered new stock when needed.
- Handled outgoing mail, parcels and courier shipments efficiently.
- Filed and organized documents, records and reports meticulously.
- Assisted with data entry tasks and document preparation.
- Provided administrative support to managers and other staff members.

EDUCATION

Bachelor of Arts
University of Ruhuna, Matara, Sri Lanka
2020

Certificate in Human Resource Management
Lalith Athulathmudali Vocational Training Center, Colombo, Sri Lanka
2018

Certificate in Microsoft Office Applications
Vocational Training Centre, Colombo, Sri Lanka
2017