



NIMESHA SEWWANDI FERNANDO

Office Administration | Accounting Operation

Telephone: +971582698911 Email: nishaferdz@gmail.com

Location: Dubai, UAE Visa Status: Visit Visa

PROFESSIONAL PROFILE

Highly organized and adaptable professional with a diverse background in administrative support, cashiering, and assistant accounting roles. Proven ability to handle a wide range of office tasks, manage equipment and supplies, and coordinate meetings and events. Strong communication, analytical, and problem-solving skills with proficiency in Microsoft Office. Adept at maintaining records, handling correspondence, and ensuring policy compliance. Experienced in HR tasks, onboarding, and employee documentation.

SKILLS

Administrative support	Meeting coordination	Employee documentation
Invoice processing and filing	Event organization	Office activities
Bank reconciliation	Records maintenance	Policy compliance
Office supplies management	Database management	Phone support
Equipment management	Onboarding	Scheduling

CAREER SUMMARY

Cashier

05/2021-09/2023

E City Supermarket LLC Branch | Dubai, United Arab Emirates

Key responsibilities

- Maintained a strong understanding of product prices, promotions to assist customers with inquiries.
- Handled customer concerns and complaints in a professional and empathetic manner.
- Accurately and efficiently processed customer transactions using the point-of-sale (POS) system, handling cash, credit/debit cards, and mobile payments.
- Perform regular cash register reconciliations and ensure cash and payment totals match, reporting any discrepancies to the supervisor.
- Keep the checkout area clean and organized, ensuring the availability of shopping bags and receipt paper for customers.

Cashier

02/2021-05/2021

Chef Lanka Restaurant | Al Karama, Dubai, United Arab Emirates,

Key responsibilities

- Greeted customers with a friendly and welcoming attitude.
- Managed the front counter, ensuring a smooth and efficient flow of customers.
- Assisted in resolving customer inquiries and concerns, providing exceptional customer service.
- Maintained a clean and organized cashier station, including the arrangement of menus, condiments
- Kept track of inventory for cash handling, such as currency and coins, to ensure there was always sufficient change available for transactions.

Banking Trainee**Bank of Ceylon** | Colombo, Sri Lanka**08/2015-02/2016****Key responsibilities**

- Assisted bank customers in depositing and withdrawing their money.
- Verified and reconciled balances for individual cash drawers.
- Identified and resolved customer needs.
- Processed and performed daily bank transactions.
- Assisted and supported other banking staff in their tasks.

Assistant Accountant**Brescia Credit (Pvt) Ltd** | Negombo, Sri Lanka**04/2018-04/2019****Key responsibilities**

- Monitored daily communications and answered any queries.
- Ensured payments, amounts, and records were correct.
- Worked with spreadsheets, sales and purchase ledgers, and journals.
- Recorded and filed cash transactions.
- Handled invoice processing and filing.
- Conducted bank reconciliation and intercompany reconciliation.

Junior Trainee Computer Operator cum HR assistant**Brescia Credit (Pvt) Ltd** | Negombo, Sri Lanka**10/2016-03/2018****EDUCATION & QUALIFICATION**

Diploma in Human Resources Management**ICET Computer Institute** | Negombo, Sri Lanka**03/2015****Diploma in Microsoft Office****ICET Computer Institute** | Negombo, Sri Lanka**09/2014****GCE Advanced Level****Nimala Mariya College** | Negombo, Sri Lanka**08/2014****GCE Ordinary Level****St. Sebastian College** | Negombo, Sri Lanka**12/2011****LANGUAGES**

English | Advanced

Hindi | Professional

Sinhalese | Native

PERSONAL INFO

DOB | 29/09/1995

Marital Status | Married

Nationality | Srilankan

Passport | N8770648

REFERENCES

Available on request.