



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.

Assistant accountant

04/2018-04/2019

Brescia Credit (Pvt) Ltd | Negombo, Sri Lanka

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

Key responsibilities

- Managed employee records, ensuring accuracy and compliance with SRILANKA labor law.
- Handled employee grievances and complaints.
- Prepared reports related to HR activities.
- Ensured all employee records are up to date.
- Handled payroll and salary administration.

Banking Trainee

Bank of Ceylon | Colombo, Sri Lanka

08/2015-02/2016

Key responsibilities

- Assisted bank customers in depositing and withdrawing their money.
- Utilized ERP systems to streamline and optimize organizational processes.
- 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.

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.