



SACHINI PRAMODIKA

(CASHIER)

CONTACT

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- Al Barsha 1 , Dubai

PERSONAL

Date of Birth : 22. 09 .1998
Nationality : Sri Lankan
Marital status : Married
Gender : Female
Visa status : Visit visa

EDUCATIONAL

BA (Bachelor of Arts)
University of Jayawardenapura
2022/01

Diploma in English Teaching
Skill Development & Training International
Campus
Kandy - Sri Lanka

Certified an English Course
The Beeline English Academy
Galle - Sri Lanka

Certified In Computer (NVQ Level IV) in ICT
Vocational Training Authority Baddegama
Sri Lanka

Certified Computer Courses
Faculty of Information Technology,
Baddegama - Sri Lanka

GCE Ordinary Level Examination
Department of Education Sri Lanka
Primary Certificate

GCE Advanced Level Examination
Department of Education Sri Lanka
Secondary Certificate

SKILLS

- Accurate cash handling
- Customer service
- Cash register management
- Attention to detail
- Team Work
- Time Management
- Effective Communication
- Hard worker
- Past Leaner
- Proficient in computer

LANGUAGES

- English • Arabic (Basic) • Sinhala

REFERENCE

Available upon request

PROFILE

A detail-oriented and reliable professional with diverse experience in cashiering, sales support, and customer service. Skilled in accurately processing transactions, managing cash, and maintaining a welcoming environment for customers. Adept at multitasking, resolving customer issues, and ensuring efficient checkout operations. Committed to delivering excellent service and contributing positively to any team.

WORK EXPERIENCE

- DATA ENTRY OPERATOR & OFFICE ASSISTANT** 2023 JULY - 2024 JULY
DSI SAMSON Group main branch - Galle - Sri Lanka
- Entered and updated data into company databases with high accuracy.
 - Managed office correspondence and maintained filing systems.
 - Assisted in preparing and organizing documents for meetings and reports.
 - Monitored office supplies and coordinated replenishments.
 - Provided administrative support to various departments as needed.
 - Ensured data integrity by regularly cross-checking and verifying entries.
- REPTIONIST & CASHIER** 2022 JAN - 2022 DEC
Co-operative hospital, Galle - Sri Lanka
- Greeted and assisted patients and visitors at the front desk.
 - Handled cash transactions and processed payments for medical services.
 - Managed patient appointments and updated scheduling systems.
 - Answered phone calls and addressed patient inquiries promptly.
 - Maintained accurate records of daily transactions and patient information.
- OFFICE ASSISTANT & CASH HANDLING** 2021 JAN - 2021 DEC
Sarvodaya women's movement , Moratuwa - Sri Lanka
- Managed daily administrative tasks like filing, data entry, and organizing supplies.
 - Scheduled appointments, coordinated meetings, and handled office communications.
 - Accurately processed cash transactions, balanced registers, and prepared reports.
 - Assisted with customer payments, refunds, and resolving payment discrepancies.
 - Ensured secure cash management and maintained inventory records efficiently.
- CASHIER & SALES GIRL** 2020 JAN - 2020 DEC
Pink Arcade Galle - Sri Lanka
- Handled cash transactions, provided accurate change, and processed payments.
 - Assisted customers with product inquiries and helped them make purchasing decisions.
 - Managed inventory and restocked shelves to maintain product availability.
 - Maintained a clean and organized sales area for a pleasant shopping experience.
 - Processed returns and exchanges while ensuring customer satisfaction.
 - Collaborated with team members to achieve daily sales targets.
- COMPUTER OPERATOR & CASH HANDLING** 2019 JULY - 2019 DEC
Southern Provincial industrial development authority
- Operated office computers to manage data entry and document processing.
 - Assisted with administrative tasks, including filing and organizing office materials.
 - Managed electronic correspondence and maintained digital records.
 - Provided support to staff by handling routine office duties and responding to inquiries.