



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.