



SAHARA GUNATHILAKE

☎ +971522215487
✉ saharahansu2020@gmail.com
📍 Al Khile Gate, Dubai, UAE

SKILLS

- Leadership
- Problem Solving
- Collaboration
- Communication Proficiency in MS Office creativity
- ERP Navision

LANGUAGES

- ✓ English - Fluent
- ✓ Sinhala - Native

WORK EXPERIENCE



Gulf Marketing Group (Monoprix Creek harbor)

CHECKOUT IN CHARGE

2023/11 – Present

- Accurately process payments (Cash, Credit, Debit and Currencies) and issue receipts.
- Handling cash safe.
- Responsible for getting cash and coins together in preparation of requests for change.
- Counted funds from collected routes, verified refunds and final collections, issued changes.



Gulf Marketing Group , Dubai Hills Mall - UAE

CHECKOUT ASSOCIATE

2022/12 – 2023/11

- Operate POS systems to process customer transactions
- Account cash drawers at the end of each shift and report any discrepancies
- Assist customers inquire, complains and refunds
- Keep up to day to weigh new productions and promotions
- IEnsure the check out area is clean, tide, monitor and replenish stock levels
- Collaborate with colleges to maintain a highlevel of customer service



Macksons Tiles Lanka (Pvt) Ltd - Sri Lanka

PURCHASING ASSISTANT

2020/01 - 2022/07

- ◆ Accepting purchase requests and Raising Purchase orders
- ◆ Supplier coordination on delivery and payment/credit terms
- ◆ Goods received notes handling and arrangements of payments
- ◆ Microsoft Navision ERP updates.
- ◆ Management reports (Outstanding payments/delivery)
- ◆ Initiatives on Cost effective solutions/Suppliers
- ◆ New supplier developments
- ◆ Procurement of New product developments

ADMINISTRATIVE ASSISTANT

2019/05 -2020/01

- ◆ Handling administrative Request and queries from senior managers
- ◆ Organizing and scheduling appointments with admin software
- ◆ Planning meetings and taking detailed minutes

RECEPTIONIST

2018/09 - 2019/05

- Receiving visitors at the front desk by greeting,
- Welcoming, Directing, and announcing them appropriately
- ◆ Answering screening and forwarding incoming phone calls
- ◆ Receiving And sorting daily mail
- ◆ Update calendars and schedule meetings

EDUCATION

Bachelor Entrepreneurship & Small Business Management
Open University, Sri Lanka

Certificate in English Language
British Way English Academy Sri Lanka

Certificate in Graphic Designing
National Vocational Training Center Sri Lanka.

G.C.E. (A/L) Examination

G.C.E. (O/L) Examination