

SANDALI ARTHAJEEWA  
(CASHIER POSITION)



Contact

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+971556158694

Dubai, UAE

Personal Details

Marital Status : Married

Nationality : Sri Lankan

Birthday : 30-12-1992

Visa Status : Visit Visa

Computer Literacy

Microsoft Office (Word, Excel, PowerPoint) 100%

Google Drive 80%

Internet & Email 80%

Quick Book 80%

OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EXPERIENCE

RNR Enterprises Pvt Ltd, Sri Lanka

2022-07 -

Cashier

2023-04

- Welcoming customers, answering their questions, helping them locate items, and providing advice or recommendations.
- Operating scanners, scales, cash registers, and other electronics.
- Balancing the cash register and generating reports for credit & debit sales.
- Accepting payments, ensuring all prices and quantities are accurate and proving a receipt to every customer.
- Processing refunds and exchanges, resolving complaints.
- Bagging or wrapping purchases to ensure safe transport.
- Maintaining a clean workspace.

National Water Supply & Drainage Board, Sri Lanka

2016-07 -

Typist & Covering HR Duties

2022-06

- Sinhala & English Letter/ Meeting Minutes Drafting, Typing and Data Entry
- Preparing Schedule for Employee Details
- Managing and maintaining the physical and digital document filing system.
- Performing general office duties such as copying, scanning, printing, and answering phone calls and emails, among others.
- Ensuring that the office supplies are maintained and informing the supervisor of any issues or requirements.

PROFESSIONAL QUALIFICATION

National youth service Council

2017

Human Resource Management

Technical College

2018

Civil Engineering Course (NCT)

National youth service Council

2014

Information & Communication Technology (NCICT)

EDUCATION

Passed G.C.E Advanced Level Examination - Sri Lanka

SKILLS

- Time Management
- Team Work
- Good Communication
- Leadership
- Self Motivated
- Active Listening