



# SUPUN RATHNAYAKA

Sales Cum Cashier

## CONTACT

+971 55 792 2100

supun.rathnayaka98@gmail.com

18 B Street, 34 Villa, Satwa

## SKILLS

- Strong Decision Maker
- Negotiation
- Complex Problem Solver
- Leadership
- Innovative
- Service-focused
- Dedicated Worker
- Strongly stress handling
- Communication Skills
- Strong Interpersonal

## LANGUAGE

- English
- Sinhala

## ABOUT ME

Self-motivated and hardworking individual with a strong work ethic and proven ability to work under pressure, striving to achieve highest standards possible, at any task. Dedicated Banker & Front Desk Cashier with 6 years of experience handling confidential paperwork and making routine Office task as efficient as possible.

## WORK EXPERIENCE

### Sales Cum Cashier

March 2023 - August 2024

The Stage Cafe & Cake Bar Sri Lanka

- Greet customers as they enter the cafe.
- Closeout the register at the end of the day.
- Provide customer service and complaint resolution.
- Counting money in cash drawers at the beginning of a shift.
- Rectifying any price discrepancies and resolving complaints from clients.
- Use electronic scanners to identify the price of the merchandise.

### Sales Cum Cashier

January 2022 - February 2023

Surapathi Supermarket - Sri Lanka

- Greet customers when entering or leaving the store.
- Manage transactions with customers using cash registers.
- Collect payments whether in cash or credit.
- Counting money in cash drawers at the beginning of a shift.
- Cross-sell products and introduce new ones.
- Track transactions on balance sheets and reports.

### Banking Assistant

September 2017 - December 2021

DFCC Bank PLC - Sri Lanka

- Handling cash operations.
- Handling back office operations.(Accounts Opening/Credit Card)
- Credit Recoveries (Loans & Pawning).
- Canvassing Businesses (Direct Marketing).
- Handle digital remote teller machine & collect funds from clients.

## EDUCATION

- Completed the first stage of AAT (AA1).
- Partly Completed the Second Stage of AAT (AA2).
- Completed a certificate course in British Way English Academy.
- Completed a certificate course in Human Resource Management - CIPM

## REFERENCES

AVAILABLE ON REQUEST