



# THAKSHILA SANJEEVANI

Cashier

## Objectives

To Play an active role in an organisation to utilise and enhance my knowledge and communication skill that presents specialized and qualified growth while being resourceful and innovative. I would like to find a position that related to my studies and knowledge.

## Contact Information

B.M Thakshila Sanjeevani Basnayake

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## Education

High school level

Collage level

## Personal Informations

Date of Birth : 23.04.1997

Nationality : Sri lanka

Sex : Female

Marital Status : Single

Visa Status : Employee visa

## LANGUAGES

ENGLISH



SIHALA



HINDI



## Work Experience

**Cashier** 2019 - till date

West zone fresh supermarket (Dubai, UAE).

**Cashier** 2019 - 2018

CIB Shopping Centre (kaduruwela, sri lanka).

**Cashier** 2018 - 2017

GCS Fashion (kaduruwela,sri lanka).

### Duties & Responsibilities

- Manage transactions with customers using cash registers
- Scan goods and ensure pricing is accurate
- Collect payments whether in cash or credit
- Issue receipts, refunds, change or tickets
- Redeem stamps and coupons
- Cross sell products and introduce new ones
- Resolve customer complaints, guide them and provide relevant information
- Greet customers when entering or leaving the store
- Maintain clean and tidy checkout areas
- Track transactions on balance sheets and report any discrepancies
- Bag, box or gift-wrap packages
- Handle merchandise returns and exchanges

## PERSONAL SKILLS

- Good communication and inter personal skills
- Hard working with team members
- Have the ability to work Under pressure & long hours
- Work experience as a retail cashier or in a similar role in sales
- Basic PC knowledge
- Familiarity with electronic equipment, like cash register and POS
- Strong communication and time management skills
- Customer satisfaction-oriented