



S. THILINI UDESHIKA

PROFILE

I am an energetic, hardworking cashier valued for fast, friendly service and accuracy in handling customer transactions. Address customers' needs while quickly moving them through the check-out process. Passionate about serving others and eager to take on new responsibilities and leadership roles.

CONTACT

PHONE:

+971527455158

ADDRESS:

205, Al Dana Building, Al Makhtoom ,
Al Rigga, Dubai, UAE

EMAIL

thiliudeshika97@gmail.com

PERSONAL DETAILS

NATIONALITY:

Sri Lankan

PASSPORT NO:

N/8310469

DATE OF BIRTH:

03/04/1997

CIVIL STATUS:

Married

VISA STATUS:

Visit Visa- (Ex.D.11/03/2024)

WORK EXPERIENCE

Cashier

Nilaro Hotel , Sri Lanka

Oct 2020– Dec 2023

- Complete the guest checkout process.
- Settle the guest s account.
- Proper handling of cash settlement procedures, travelers Cheques, credit and debit cards.
- Cash settlement at the end of the shift.
- Open the guest folio.
- Make all charge entries in the guest bill.
- Help distribute month-end report as directed by account Or front Desk mangers.

Office assistant

Studio Digital Media , Sri Lanka

Dec 2018- Dec 2019

- Manipulation, organization and arrangement of data in computer
- Checking inventory and update everything.
- Helping the staff for every documentation jobs.
- Keep everything arranged in the office.
- Maintain the cleanliness in workplace.

Warehouse Helper

John Keells Logistics - Sri Lanka

Aug 2017- Aug 2018

- Organize orders for pickup and delivery.
- Ensure items are packed and labeled ready for loading and shipping.
- Process warehouse stock products.

Skills

- Computer Literacy (MS Office)
- Punctual
- Quick Learner
- Efficient
- Calculate Numbers
- Creative
- Hard working
- Excellent customer service
- Excellent communication skills
- Working based on targets
- Languages –English , Sinhala

- Maintain an inventory and regularly update it.
- Ensure the inventory is controlled and maintained with high quality for the purpose of audits.
- Collaborate with co-workers, supervisors, and personnel for a smooth workflow.
- Inspect warehouse and report any issue to the supervisors.
- Maintain and operate warehouse machinery and equipment for tasks.
- Adhere to all safety procedures and regulations.
- Clean the warehouse and keep it hygienic.
- Keep the company quality policies in mind while working.
- Stay up to date and follow best practices.

EDUCATION

GCE Advanced Level

2016 – Passed

GCE Ordinary Level

2013 – Passed

CERTIFICATION

- Successfully completed the English intermediate British Council Sri Lanka.
- Successfully completed the Hotel operation course Swiss Lanka Hotel Sri Lanka .

I hereby certify that the above particulars given by me are true and correct to the best of my knowledge.

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Thilini Udeshika