YERAN JAYSURIYA

My Contact

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🌐 www.linkedin.com/in/yeranlavindu

Skills

- Taking Orders
- Greeting and Seating Customers
- Serving Food and Drinks
- Multitasking
- Time Management
- Microsoft Office
- Data Organization
- Record-keeping & bookkeeping
- Customer Care
- Team Collaboration
- Continuous Learning

Education Background

- Esoft Metro Campus
  Diploma in Information & Communication Technology
  Completed in 2018

- Esoft Metro Campus
  Diploma in English
  Completed in 2018

- Esoft Metro Campus
  High National Diploma in Computing
  Completed in 2021

About Me

Hardworking, self-motivated professional with 2+ years of exceptional customer service experience in a range of different food establishments. Equipped with a track record of success in meeting/outperforming each customer's needs and expectations in a warm, sincere, and friendly manner.

Professional Experience

Perera & Sons Bakery - Waiter
Colombo , Sri Lanka
2020 - 2021

Key responsibilities:
- Welcome and attended to the needs of the customers including taking orders and serving
- Operate the cash register and provide receipts and change to customers.
- Monitor the bakery inventory and added items to the display case as needed
- Balance register at the end of shifts.
- Assist customers by providing information and answering questions
- Use electronic scanners and cash registers
- Cooperates well with team members and management.
- Accurately receive orders and prepare food and beverage requests.

Nelum Kole Restaurant - waiter
2021 – 2022

Key responsibilities:
- Greet customers and hand out menus.
- Take meal and beverage orders from customers and place these orders in the kitchen.
- Make menu recommendations and inform patrons of any specials.
- Deliver meals and beverages to tables when they have been prepared.
- Check that customers are satisfied with their meal.
- Prepare the bill for tables when requested.
- Cash up bills and ensure that the correct amount has been paid.
- Administer change to tables if needed.

The individual certifies that the information provided is accurate and comprehensive to the best of their knowledge and belief.