

ANURADHA

ABEYRATHNE

Dubai, United Arab Emirates.



Contact

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Personal Information

Nationality :Sri Lankan

Birth Date :11/12/1995

Sex : Female

Residence : Dubai, UAE

Civil Status : Married

Visa Type :Visit Visa

Visa Validity : 2024/01/15

Languages

*English - Working Proficiency

*Hindi - Understandable

*Sinhala - Native Language

Referee Details

*References will be provided on request

Summary

*Seeking the position of “Cashier”

*I am energetic, ambitious person who has developed mature and responsible approach to any task that I undertake or situation that I am presented with.

*I am excellent in working with others to achieve a creation objective on time with excellence

Skill Highlights

*Teamwork

*Strong decision maker

*Complex problem solver

*Creative design

*Flexibility

*Service-focused

Experience

Cashier - 09/2023 to 11/2023 (Worked On Visit Visa , Resigned due to employment visa issue)

Karakeeb Outlet – Marina Pearl, Dubai Marina, Dubai, United Arab Emirates

<https://karakeeboutlet.com/>

*Welcoming customers, answering their questions, helping them locate items

*Operating scanners, scales, cash registers, and other electronics.

*Entering data manually if required

*Balancing the cash register and generating reports for credit and 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.

Following all store procedures regarding coupons, gift cards and offers

*Maintaining a clean workspace.

Office Assistant (TRUMAX GROUP) - 11/2022 to 09/2023

ICBA -International Centre for Biosaline Agriculture - Academic City, Al Ruwayyah 2, Near Zayed University

Dubai, United Arab Emirates

<https://www.biosaline.org>

*Maintaining Files and Records

*Assisting colleagues with administrative tasks

*Take customers calls and provide accurate answers to their queries and concerns

*Greet clients to the office and communicate with them to determine their purposes

*Utilize office appliances such as photocopier, printer, and computer for MS OFFICE proceedings

*Sort and distribute incoming emails and prepare outgoing mails

*Preparing meeting and training rooms

*Offering patient assistance and support to the customers

*Supervising the cleanliness and the maintenance of the office

Office Assistant - 08/2018 to 04/2020

Professional Bank, Weligama, Sri Lanka

*Keeping the Office always Cleon

*Handling all printing and photocopy work.

*Making tea and coffee and some meals

*Watering some plants.

Education

G. C. E Advanced Level and G.C. E Ordinary Level Examinations Girls School - Weligama – Sri Lanka (Jan 2007 - Aug 2014)

*Passed GCE Advanced level examination in 2014 (certificate available on request)

*Passed GCE Ordinary level examination in 2011(certificates available on request)