



THILANKA PRABATH VIDANAHEWAGE

CASHIER

CONTACT

- +971 52 857 5985
- 1998thilanka@gmail.com
- Apartment No. 309, Al Bahri Building, Al Barsha 01, Dubai, United Arab Emirates

PERSONAL DETAILS

Date of Birth : 25.05.1998
Gender : Male
Marital Status : Unmarried
Nationality : Sri Lankan

SKILLS & COMPETENCIES

- Cash Handling
- Payment Processing
- Customer Service
- Financial Recordkeeping
- Clerical and Administrative Tasks
- Data Entry and Accuracy
- Bank Reconciliations
- Billing and Invoicing
- Team Collaboration
- Time Management
- Problem-Solving
- Attention to Detail
- MS Office Suite (Word, Excel, PowerPoint)
- Customer Complaint Resolution
- Communication Skills

PROFESSIONAL SUMMARY

Detail-oriented and reliable Cashier with over five years of experience in financial transactions, customer service, and clerical duties. Adept at handling cash, processing payments, and ensuring accurate financial recordkeeping in a fast-paced insurance industry environment. Skilled in working independently and collaboratively to meet organizational goals while maintaining high standards of integrity and professionalism. Seeking to leverage my expertise and competencies in financial management and customer engagement to contribute to a dynamic team.

WORK EXPERIENCE

Cashier (Clerical Grade II) Jan 2023 - Aug 2024
HNB General Insurance Ltd, Dambulla, Sri Lanka

- Managed daily cash operations, ensuring accurate handling of payments, invoicing, and refunds.
- Provided exceptional customer service by addressing inquiries, processing claims, and resolving payment issues promptly.
- Assisted in financial reporting, reconciliation of accounts, and maintaining detailed transaction records for audit purposes.
- Collaborated with the finance team to ensure compliance with company policies and banking procedures.
- Efficiently processed high volumes of transactions with minimal errors, maintaining accuracy under pressure.

Cashier (Clerical Grade III) Feb 2019 - Dec 2022
HNB General Insurance Ltd, Dambulla, Sri Lanka

- Handled routine financial transactions, including cash payments, cheques, and electronic transfers, ensuring adherence to company procedures.
- Maintained up-to-date and accurate customer records, assisting with the timely completion of insurance claims.
- Delivered excellent customer support by addressing queries and providing information on policies, claims, and payment processes.
- Performed administrative duties such as filing, data entry, and assisting with office management tasks.

Cashier Sep 2017 - Feb 2018
New RSD Electricals (Pvt) Ltd, Dambulla, Sri Lanka

LANGUAGE PROFICIENCY

English
Full Professional Proficiency

Sinhala
Native

REFERENCES

Available upon request.

CERTIFICATIONS

Insurance Foundation Certificate	2019
The Sri Lanka Insurance Institute	
Diploma in Human Resource Management	Sep 2017 - Sep 2018
NYSCO Vocational Training Centre, Matale, Sri Lanka	
Certificate Course in English	Sep 2017 - Sep 2018
NYSCO Vocational Training Centre, Matale, Sri Lanka	
Certificate Course in Computer	Sep 2017 - Sep 2018
NYSCO Vocational Training Centre, Matale, Sri Lanka	
Residential English Language Training Course	Jan 2015 - Apr 2015
The English Bank, Giribawa, Sri Lanka	

EDUCATION

G. C. E. Advanced Level Examination	2018
Rangiri Dambulla National School, Dambulla, Sri Lanka	
<ul style="list-style-type: none">Passed with one 'C' pass, and 2 'S' passes in the Commerce stream.	
G. C. E. Ordinary Level Examination	2014
Rangiri Dambulla National School, Dambulla, Sri Lanka	
<ul style="list-style-type: none">Passed with one 'A' pass, 4 'C' passes and 4 'S' passes.	