

Horanage Dilsara Vimukthi



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Personal Details

- Date of Birth : 01.06.1999
- Marital Status : Single
- Nationality : Srilankan
- Gender : Male
- Visa Status : Visit Visa

Skills

Communication Customer service Cash control Time management Organization skills IT skills
Patience Work ethics Teamwork

Languages

- Sinhala (Native Language)
- English (C1)

Objective

Energetic and cordial customer service professional with skills in money management and communication. Handles working in the cashier role with ease and enjoys being part of a team to get tasks done more quickly. Always open to learning on the job.

Experience

- Kinta Kidz (pvt) Ltd | Boralasgamuwa, Sri Lanka. Cashier 5month Experience(2018 August-2019 January) -
 - Balanced cash drawer at beginning and end of each shift.
 - Offered customers information about upcoming promotions and available items.
 - Informed customers of promotions and special offers to increase sales.
 - Kept clean, organized and well-stocked checkout areas.
 - Gave customers full attention and attended to their needs.
- Vinvidu education institute - Typist & Cashier, Kotte, Sri Lanka(January 2019-December 2020) -
 - Gave customers full attention and attended to their needs.
 - Balanced cash drawer at beginning and end of each shift.
 - Reviewed, corrected and scanned [Number] + records per week into automated.
 - Updated company system daily with new records and data points.
 - Produced high-quality drafts and corrected copies of reports, letters and other documents.
- Storekeeper & Helper. Advance Barcode Technologies (Pvt) Ltd - Kotte, Sri Lanka (2021 January-2024 February) -
 - Collect, process, and document all merchandise received and paid for, assisting with inventory activities as necessary
 - Assist in receiving all merchandise from suppliers
 - Check all merchandise for discrepancies and damages
 - Sort merchandise according to pricing and location at store
 - Maintain stock levels by checking stock on hand against sales reports
 - Inventory items according to location and store policy
 - Keep store clean, organized, and stocked with merchandise according to merchandising requirements and business operating plan
 - Administer payroll and payroll deductions
 - Settle merchandise purchases, including special orders
 - Receive, store, and distribute merchandise

Education

- **Advanced Technologies & Research Institute Maradana Srilanka** 2016 July
Software Developer
- **Ananda Sastralaya Kotte Srilanka.** 2018 August
Advanced Certificate- Commerce
- **ICET Computer Institute Nugegoda Srilanka** 2019 February
Diploma in Microsoft Office
- **ICET Computer Institute Nugegoda Srilanka** 2019 March
Diploma in Human Resource Management
- **NYSC Maharagama Srilanka** 2022 January
Nvq level 3, Cook
- **National Youth Council Maharagama Srilanka** 2022 January
Certification in A.T.A.R.I
Cheff (Prepare Dessert & Sweet)

Declaration

- I hereby declare that the particular furnished above are true to the best of my knowledge and belief.