



## LAHIRU NUWAN PERERA

### Administration assistance, Salesman and Cashier

#### Contact



AL Karama, Dubai, UAE



+971 58 123 5429



[lahirun700@gmail.com](mailto:lahirun700@gmail.com)

#### Personal Details

- Date of Birth: 22.05.1995
- Gender: Male
- Nationality: Sri Lankan
- Civil Status: Married

#### Skills

- Excellent verbal communication skills.
- Performed any task in any given situation.
- Making quick decisions.
- Patience and the ability to remain calm in stressful situations.
- Document Management
- A professional appearance
- A friendly and outgoing demeanor
- A concern for others and a desire to help
- Knowledge of point-of-sale systems
- Strong customer service skills

#### About Me

I'm interested in this profession as I believe that I possess all the required qualifications for the profession and confident that I'm able to make maximum use of my skills, talents, and strength for the betterment of the smooth running of the company, while I gain more experience and professional knowledge from the profession. I'm proudly state that I am able to take correct decisions in any difficult situations and under pressure.

#### Work Experience

##### Salesman and Cashier - Keells Supermarket company - (Aug 2014 – Sep 2015)

- Greeting customers and offering assistance
- Recommending products or merchandise to help customers
- Answering questions and addressing concerns
- Informing customers about sales, promotions and policies
- Demonstrating how products work
- Taking payments for purchases and packaging purchases
- Stocking merchandise and creating displays
- Taking inventory and monitoring sales floor

##### ARMY OFFICER - Administrative assistance - Sri Lanka Army Sep 2015 - Jan 2020

- Oversaw daily monitoring and patrolled buildings and grounds.
- Monitored and authorized entrance and departure of vehicles, cargo trucks, and visitors.
- Maintained confidentiality to protect sensitive information and prevent harmful release of information.
- Answer phones and greet visitors.
- Schedule and coordinate meetings
- Collate and distribute mail.
- Prepare communications such as memos, emails, invoices, reports and other correspondence.
- Write and edit communications, from letters to reports and instructional documents.
- Create and maintain filing systems, both electronic and physical.
- Manage accounts and perform book keeping.

##### Assistant Salesman and Cashier - Arpico Super Centre- (Jan 2020 – Sep 2021)

- Ensure high levels of customer satisfaction through excellent sales service
- Maintain outstanding store condition and visual merchandising standards
- Ascertain customers' needs and wants
- Recommend and display items that match customer needs
- Welcome and greet customers
- Actively involved in the receiving of new shipments
- Keep up to date with product information
- Accurately describe product features and benefits

Language

- English
- Sinhala
- Hindi

Visa Status

- Visit Visa (Valid Until: 03/04/2024)
- Passport No: N10258526

Salesman and Cashier – Pizza Hut (Sep 2021 – Aug 2022)  
Administrative Assistant – Orange IT (Aug 2022 – Jan 2024)

Education

General Sir John Kotelawala Defence Universit - Ratmalana, Sri Lanka

- BSc (Hons) Information Systems (2016-2019)

Completed Diploma in institute of Sasip - Nugegoda Sri Lanka

- Graphic Design and Microsoft Office package (2015)

Certificate course in Oxbridge College, Panadura, Sri Lanka

- Speaking Listening and Writing in English (2014-2015)

I do hereby declare that the above-mentioned particulars are true and accurate to the best of my knowledge.

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G. Lahiru Nuwan Sanjaya Perera 07<sup>th</sup> February 2024