



# Nimanthi Dilusha Ariyaratne

Al Karama, Dubai, UAE

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## Personal Summary

I am a highly motivated individual with experience as a bank cashier. I have learned how to deal with customers, manage and resolve complaints, and ensuring transactions are processed correctly for customers. Recent university graduate with Bachelor of Arts (Hons)

### PERSONAL SKILLS

Friendly and approachable

Communication Skills

Undertaking investigative cases

Trustworthy

Reliable

Articulate

Team player

Attention to detail

Quick learner

Professional

### LANGUAGE SKILLS

English - Spoken, Written

Sinhala – First Language

Tamil - Moderate

**DAW Unisex Salon – Dubai**      **2022 January - 2023 October Receptionist/Cashier**  
<https://www.instagram.com/dawunisexsalon/>

Receptionist/ Cashier I professionally assist customers. My daily duties were.

- Book and confirm appointments via phone.
- Warmly greet clients, walk them to the proper beauty station and inform assigned beauticians of their arrival.
- Offer beverages and chat with clients who are in the waiting area.
- Welcome walk-ins, answer questions about services and schedule appointments based on availability.
- Cross-sell services and products when appropriate (e.g. through informative brochures and gift cards)
- Update client records with contact and billing details, appointments and services offered.
- Maintain a tidy reception area.

**Capital Co Operative Bank**      **2019 November - 2021 November Cashier**  
<https://www.crbbank.lk/>

Bank cashier I professionally assist customers. My daily duties were.

- Assisting customers with processing transactions, such as deposits, withdrawals, or payments, resolving complaints or account discrepancies, and answering questions.
- Informing customers about bank products and services.
- Tracking, recording, reporting, and storing information related to transactions, bank supplies, and customers, ensuring all information is accurate and complete.
- Maintaining and balancing cash drawers and reconciling discrepancies.
- Packaging cash and rolling coins to be stored in drawers or the bank vault.
- Keeping a clean, organized work area and a professional appearance.
- Handling currency, transactions, and confidential information in a responsible manner.

- Using software to track bank information and generate reports.
- Following all bank financial and security regulations and procedures.

## **Education & Qualifications**

**University of Peradeniya Sri Lanka**

**2014/2015 batch**

[www.pdn.ac.lk](http://www.pdn.ac.lk)

Successfully Completed **Bachelor of Arts with (HONS)** Special in History  
Undergraduate Research – A Study of Labors in Ancient Sri Lanka.

**Institute – Technical college, Kegalle**

**2019 - 2020**

[www.facebook.com/teckegalle](https://www.facebook.com/teckegalle)

Vocational Qualification (NVQ Level 4)

Course title - Information Communication Technology

**Institute –VTA, Ballapana**

**2015 Feb– 2015 Sep**

Course title-Personal computer

**Institute – Salutory English Academy**

**2015 March**

Course title - English spoken

**Rathnawali Maha Vidyalaya**

<https://www.facebook.com/maththamagodarathnawali/>

Successfully completed

G.C.E. Advanced level

**2015**

G.C.E. Ordinary Level

**2011**

## **Personal information**

- Birth date: 27<sup>th</sup> January 1995
- Civil status: married
- Nationality: Sri Lanka
- Passport no: N9060798
- VISA status: spouse visa

**Character references are available upon request.**

I hereby certify that the statements above are true and correct.