



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

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

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: 27th 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.