



DILAN MESHAN

SALES ADVISOR/CASHIER/EXECUTIVE

CONTACTS

PHONE NUMBER

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ADDRESS

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qusmia, sharja, Sarjah , 0000, UAE

ABOUT ME

I have work with so many client & customer Experienced, Data Entry Operator, Cashier, Insurance Underwriter looking to combine skills to obtain a position, Where I can help the organization growth in my experience. They all saying that i am a friendly guy and honest one and that's true some times, course i know how to communicate with people properly. I think these skills comes to me course i have talked too many people when i was working in SLIC as a sales advisor. Really i got a great experience in that company. And i waiting to give my quality work to your company.

WORK EXPERIENCE

SALES ADVISOR

📍 Colombo

Sri Lanka Insurance Corporation

Nov 2022 - Present

- I have collected great experience in how to handle the customer from this job. Underwrite the policies under the supervision.
- Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry
- Insert customer and account data by inputting text based and numerical information from source documents within time limits.

IT CORPORATOR

📍 Colombo

LB Finance

Jan 2023 - Jun 2023

- Fixing hardware and software problems.
- Maintaining Computers properly under the supervision.

CASHIER

📍 Colombo

Food city

Mar 2022 - Sep 2022

- Greet all incoming customers at the checkout line.
- Quickly and accurately scan goods to minimize customer wait time.
- Process cash, card and digital payments for products purchased.
- Scanning goods to record prices and item information.
- Resolve customer complains related to product, price and oAers.
- Provide high quality customer service.

EXECUTIVE

📍 Colombo

LB Finance

Apr 2021 - May 2022

- Processing Keying new business, Enhancements and responsible for all system related matters.
- Preparing Monthly and Yearly reports.
- Coordinate with Banks, Branch, Brokers, sales agents. Adding new business and renewal process.
- Answering internal and external phone calls.

LANGUAGES

- English
- Sinhala
- Tamil

DRIVING LICENSE

Driving license category
Have a SRI LANKA driving license

PERSONAL DETAILS

Date of birth:
2001/10/03

Nationality:
Sri Lankan

Visa status:
Visit visa

Marital status:
Single

EDUCATION

- 2017
G.C.E ORDINARY LEVEL EXAMINATION
DEPARTMENT OF EXAMINATION SRI LANKA
St.jhon collage , Colombo
- 2020
G.C.E ADVANCED LEVEL EXAMINATION
DEPARTMENT OF EXAMINATION, SRI LANKA
COMMERCE STREAM
St.jhon collage , Colombo
- 2023
COMPUTER SCIENCE AND SOFTWARE
ENGINEERING
Sri Lanka Institute of Information Technology, Colombo
Undergraduated*

SKILLS

- | | |
|--------------------------------------|-----------------------------------------|
| MULTITASKING SKILLS | TEAM WORK SKILLS |
| LEADERSHIP SKILLS | TIME MANAGMENT |
| RESOLVING CONFLICTS | DOCUMENTATION SKILLS |
| EXCELLENT CUSTOMER SERVICE | GOOD MATHEMATICS AND STATISTICS SKILLS |
| NEGOTIATION AND INTERPERSONAL SKILLS | VERBAL AND WRITTEN COMMUNICATION SKILLS |
| QUICK IN A WORK | MANAGE THE ENVIRONMENT |

COURSE

- ENGLISH DIPLOMA**
British way English Academy
Nov 2022 - Feb 2023