



UPEKSHA SEWWANDI



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KH Residence, DIP 1
United Arab Emirates

- Date of Birth : 11.02.1998
- Age : 26 Years
- Sex : Female
- Passport No : N 9728621
- Martial Status : Married
- Nationality : Sri Lankan

Language

- English
- Sinhala

Expertise

- Communication
- Problem Solving
- Creativity
- Leadership
- Quick learner
- Time management
- Computer Skills
- Ability to work
- Under Pressure

Objective

To I am seeking a challenging position that best utilizes my skills and allows opportunities for personal growth and also an Environment that will offer avenues to increase my knowledge and skills

Experience

Worked as a chief cashier at Cargills food city – 2018 April – 2020

- Manage checks and all July banking
- Managing reservation and customer inquiries
- Recording of all staff information into the computer system

Education

- Passed G.C.E (O/L) – 2014
- Passed G.C.E (A/L) – 2017
- Successfully completed 03 months diploma English course at Buddhika Amarasingha Institution.
- Success fully completed certificate in Information and communication Technology (ICT) at NIBM Sri Lanka
- Successfully completed Human Resource management course.

Skills Summary

Cashier**81 %**

Data Entry**78 %**