

SANJAY KUMAR SAHANI PRASAD

CASHIER CUM SALES ASSOCIATE

PROFILE

Career Objective:

To be in an organization where I can use my skills and attain a high managerial position in the field of Cashier Cum Sales associate and in lead the organization, which entrusts the task of achieving its vision & mission.

Relevant Trade Skills:

Excellent coordinator and liaison capabilities, Good team player and motivating colleagues, Ability of organizing and effective networking and excellent in time management.

EDUCATION

St. Francis College – Sri Lanka

Successfully Pass Ordinary Level Dept. of Examination on year 2016
With 2 "B" Pass + 3-"C" Pass + 3-"S" Pass

Nenamal International College – Sri Lanka

Successfully Pass Advance Level Dept. of Examination on year 2018
3-Simple Pass (Commerce Subject) (Accounts I Econ I B. Studies)

WORK EXPERIENCE

Anchor Company – Sri Lanka worked as a Cash Collector [From 2018 – To 2019]

- Creating and maintaining credit history files
- Analyzing and assessing the creditworthiness of account/client using external credit risk management tools/reports
- Supporting the collection efforts/calls for accounts receivable portfolio
- Documenting daily collections activity
- Researching account disputes and billing discrepancies
- Performing account/payment reconciliations
- Responding to credit inquiries from external and internal clients
- Identifying delinquent accounts requiring external collection efforts
- Identifying bad debt or financial exposure



CONTACT

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SKILLS

- Excellent communication skills.
- Multilingual – English, Hindi & Urdu, Sinhala.
- Organized multitasked
- Can work efficiently under pressure
- Good Team Leader
- Problem Solving and Take Immediate dissections
- Flexibilities in work
- Dispatching

Professional Education

- 1) Completed English course at British Council in Jordan
- 2) Completed MS Office Package (Excel, Word, PP, Paint)
- 3) Passed G.C.E O/L Exam
- 4) Passed G.C.E A/L Exam in Commerce Subjects

Use internal Software

- 1) Outlook
- 2) MS Office (Excel, Word, PP, Paint)

Languages

- 1) Sinhala (Read, Write and Speak)
- 2) English (Read, Write and Speak)
- 3) Hindi and Urdu (Speak)

**Kandy Textiles (PVT) LTD – Sri Lanka worked as a Cashier
[From 2019 – To 2020]**

- Ensured reduction of waiting time for customers by offering prompt service.
- Followed cash handling procedures strictly as per the company policies.
- Submitted weekly sales reports to the management.
- Assisted supervisors in attending to customers during peak hours to avoid waiting time for customers.
- Followed procedures and reported errors in retail pricing.
- Changed tapes and ribbons of cash register machines regularly to produce clear printed receipts.
- Provided customers with consistent and delightful service.

**Thilakawardhana Textiles – Sri Lanka worked as a Salesman
[From 2020 To April - 2021]**

- Selling products and services using solid arguments to prospective customers
- Performing cost-benefit analyses of existing and potential customers
- Maintaining positive business relationships to ensure future sales
- Present, promote and sell products/services using solid arguments to existing and prospective customers
- Perform cost-benefit and needs analysis of existing/potential customers to meet their needs
- Establish, develop and maintain positive business and customer relationships
- Reach out to customer leads through cold calling
- Expedite the resolution of customer problems and complaints to maximize satisfaction
- Achieve agreed upon sales targets and outcomes within schedule
- Coordinate sales effort with team members and other departments
- Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services
- Keep abreast of best practices and promotional trends
- Continuously improve through feedback

I Hereby declare and confirm that above information is correct and true to best of my knowledge

Sanjay Kumar Sahani Prasad