

# DESHAN VIMUKTHI WEERAMAN

## CASHIER CUM SALES ASSOCIATE

### PROFILE

#### Career Objective:

To work for an organization where I can put my abilities to good use and advance to a greater competitive position in the field of Cashier/Sales Associate, as well as to lead the organization in attaining its vision and goal.

#### 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

#### De La Salle College – Sri Lanka

Successfully Pass Ordinary Level Dept. of Examination on year 2013 With 1 -"A" Pass + 5 -"C" Pass + 3 -"S" Pass

#### De La Salle College – Sri Lanka

Successfully Pass Advance Level Dept. of Examination on year 2016, 3 - Simple Pass (Art Steam) (Sinhala, Media & Political science)

### WORK EXPERIENCE

#### Barista Coffee Lanka (Pvt) Ltd – Colombo, Sri Lanka., worked as a Barista [From 2016 January - To 2017 July]

- Describe menu items and suggesting products to customers.
- Servicing customers and taking orders.
- Preparing and serving hot and cold drinks such as coffee, tea, and specialty beverages
- Cleaning and sanitizing working areas, seating areas, utensils, and equipment.
- Receiving and processing customer payments.
- Ordering, receiving, and distributing stock supplies.



### CONTACT

PHONE: +00971581053558

EMAIL: deshanvimukthi65@gmail.com

### SKILLS

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

#### Professional Education

- 1) Completed English course at British way English Academy in Sri Lanka.
- 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 Art Steam

#### 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) Tamil (Speak)

**Fashion Bug Store (Textiles) – Sri Lanka, worked as a Salesmen [From 2017 July – To 2018 February]**

- Provided management with weekly sales report.
- Provided customer service to find items in the store.
- Provided customers with information about items.
- By providing prompt service, ensured to reduce customer wait times.
- Maintained track record of every inventory.
- Check for stock at other branches and order requested stock for customers.
- Ensured that clients had consistent and pleasant service.

**Kandy Clothing Store – Sri Lanka worked as a Cash Collector [From 2018 February – To 2018 August]**

- Obeyed protocols and reported retail pricing problems.
- Adhered to the company's cash handling procedures to the letter.
- Assisting supervisors with customer service during peak hours to reduce client wait times.
- Documenting daily collections activity in cashier.
- Changed cash register machine tapes and ribbons on a regular basis to ensure legible printed receipts.
- Finding account disputes and billing discrepancies.
- Responding to billing inquiries from external and internal clients

**LB Finance PLC – Sri Lanka, worked as a Documentation Officer [From 2018 August – To 2021 October]**

- Numbering, sorting, filing, storing, and retrieval documents produced by technical teams, projects, or departments.
- Maintain files and documentation of particular business of the organization.
- Sorting, storing and retrieving documents on behalf of clients.
- Conducting regular reviews and documents.
- Using computers to organize and maintain files of the relevant documents.
- Ensured documents are shared on the request of the senior officers only.

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

**Deshan Vimukthi Weeraman**