

Achini Nadeesha



Personal Details

- Date of Birth 11-12-1994
- Nationality Sri Lankan
- Passport No N7982510
- Language English
Hindi (Basic)

Education

- English Diploma (Followed)
- B. Com Degree (Not Completed)
- Advanced Level (Passed)

Skills

- Good Attention to Details.
- Self-Motivated.
- Time Management.
- Problem Solving Abilities.
- Good Communication Skills.

+971 52 760 2272

Samanali.sn143@gmail.com

Deira, Dubai – UAE.

Application Purpose

Willing to be associated as an employee with a Progressive organization that gives me scope to update knowledge and skill in accordance with a latest ideas and a past of team that dynamically works towards growth of organization and gain satisfaction there off.

Experience

ACCOUNTANT – 04.2022 to 09/2022

AL MADINA COMPANY, DUBAI

- Checking Account Side and Preparing Final Reports.
- Company All Daily Data Entry.
- Handling Company Daily Income and Expenses.

SHOP ASSISTANT- 2020 to 2022

QUICKUP ONLINE TRADING COMPANY, DUBAI

- Daily Data Entry.
- Preparing Reports, Letters, Memo and Other Official Papers.
- Answering Phone Call and Taking Orders.
- Handling Costumers.

OFFICE ASSISTANT (SECONDARY DEP.) - 2019 to 2020

OUR OWN ENGLISH HIGH SCHOOL, SHARJAH

- Assist in the Work of the Secondary Department Supervisor.
- Help to Teachers for Managing Classes.
- Worked as a Bus Conductor. (1 Month)

BANK TELLER - 2017 to 2019

NSB BANK, SRI LANKA

- Serves Customers by Completing Account Transactions.
- Provides Account Services to Customers by Receiving Deposits and Loan Payments, Issuing Savings Withdrawals.

CASHIER - 2014 to 2017

UK FASHION, SRI LANKA

- Secured Payment by Cash, Checked Credit Cards, Vouchers or Automatic Debits.
- Assisted Customers by Providing Information and Customer Services Suppling.