

Shanika Ariyaratne

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📍 Abu Dhabi, UAE

🇱🇰 Sri Lankan



Profile

I am self motivated, energetic, flexible person and always willing to do continuous learning. I have good team working and leadership skills, which I have achieved through my extra-curricular activities. I can sustain effort even in stress conditions. I can communicate in English and can use MS Office (MS Word, MS Excel, MS Powerpoint and MS Access) well. I would like to work out my capabilities and skills with my best efforts by joining a required organization.

Professional Experience

2022/01 – 2023/08

Assistant Accountant

Jayawardena Trading International Company (pvt) Ltd, Kegalle, Sri Lanka

- Assisted in the preparation of monthly financial statements.
- Formed year end statutory accounts.
- Maintained sales invoices and reports.
- Prepared reports on debtors and creditors.
- Maintained all necessary records including invoices, expenses, payments and transactions.
- Verified bank deposits.
- Completed purchase orders.
- Completed bank reconciliations.

2019/12 – 2021/12

Cashier

Jayawardena Trading International Company (pvt) Ltd, Kegalle, Sri Lanka

- Greeted customers when entering or leaving the store.
- Counted money in cash drawers at the beginning and end of shifts.
- Scanned goods and collect payments.
- Handled cash, credit or cheque transactions with customers.
- Handled merchandise returns and exchanges.
- Maintained clean and tidy checkout areas.

2019/05 – 2019/11

Teacher

Ku/Buvanekaba Vidyalaya, Polgahawela, Sri Lanka

- Presented lessons in a comprehensive manner and used visual and audio means to facilitate learning.
- Provided individualized instruction to each student by promoting interactive learning.
- Created and distributed educational content (notes, summaries and assignments).
- Assessed and recorded students' progress and provided grades and feedback.
- Maintained a tidy and orderly classroom.
- Collaborated with other teachers, parents and participated in regular meeting.
- Planned and executed educational in-class and outdoor activities and events.
- Observed and understood students' behavior and reported suspicions of neglect, abuse etc.

- 2016/02 – 2016/07 **Data Entry Operator**
Ceylon Electricity Board, Kurunegala, Sri Lanka
- Prepared, compiled and sorted documents for data entry.
 - Transcribed source data into the required electronic format.
 - Performed high-volume data entry using word processing, spreadsheet, database and other computer software.
 - Verified integrity of data by comparing it to source documents.
 - Reviewed data for errors, missing pages, or missing information and resolved any discrepancies.
 - Performed regular backups to ensure data preservations.
 - Used basic office equipments (photocopy machine, facsimile machine and printer).
- 2016/01 – 2018/10 **Zumba Instructor**
Chaminda Zumba Studio, Polgahawela, Sri Lanka
- Led warm up exercises at the beginning of each class.
 - Practised safe dance steps and created choreography for new routines.
 - Encouraged students to work hard in order to reach their fitness goals.
 - Explained the importance of proper technique to avoid injury while dancing.
 - Motivated participants to continue with their exercise routines.
- 2015/01 – 2015/12 **Sales Girl**
House of Fashion, Colombo, Sri Lanka
- Greeted customers in a timely fashion while quickly determining their needs.
 - Re-stocked and make sure all the products are available for customers' needs and preferences.
 - Maintained knowledge of current sales and promotions, policies regarding payments and exchanges, and security practices.
 - Maintained records related to sales.
 - Helped customers try on or fit merchandise.
- 2013/08 – 2014/12 **Sales Girl**
NOLIMIT, Kurunegala, Sri Lanka
- Greeted customers with a friendly and helpful attitude.
 - Answered any questions regarding inventory, sales and promotions.
 - Worked well with other employees to ensure smooth process.
 - Focused on being punctual, hardworking and reliable.
 - Assisted with displays and offered ideas to increase product appeal.

Education

- 2017/04 – 2019/04 **Higher National Diploma in English with Distinction pass**
Sri Lanka Institute of Advanced Technological Education, Kurunegala, Sri Lanka
- Studied theory on subjects such as Advanced Professional Writing, Literature, Advanced Reading skills and Vocabulary, Language Structure, Usage and Linguistics, Educational Psychology, Human values and professional ethics, Research Methodology and English Language Teaching Methodology.
 - Completed individual and group assessments.
 - Completed four semester examinations.
 - Experienced in presentations.
 - Participated in English Day competitions.
 - Completed In-plant training.

2015/07 – 2015/12

NVQ Level 3 in Information and Communication Technology Technician

Vocational Training Authority, Polgahawela, Sri Lanka

- Used the computer and managed files within standard operating systems.
- Performed Word Processing.
- Prepared Spreadsheets.
- Prepared presentation resources.
- Managed databases.
- Performed Internet and Electronic mail operations.
- Installed configure, operated and maintained operating systems and network services.
- Developed Graphics for web and print product.
- Analyzed, designed and developed information system.

Skills

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|------------------|-------------------------------|
| •Quick Learning | •Team Working |
| •Decision Making | •Flexibility and Adaptability |
| •Time Management | •Customer Handling |

Languages

- English