

EDUCATION

NVQ 4 LEVEL PERSONAL SECRETARY  
DIPLOMA - 2021  
National Apprentice and Training  
Authority of Sri Lanka- Colombo

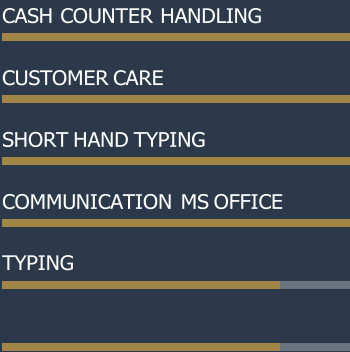
GCE A/L  
Art Stream - 2018

AAT LEVEL 1  
Association of Accounting  
Technicians - Sri Lanka, Colombo -  
2015

LANGUAGES



SKILLS



PERSONAL DETAILS

Date of birth: 27 May 1999

Nationality: Sri Lankan

Visa status: Employment



Dubai – United Arab Emirates

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ddhananjale@gmail.com

DAKSHIKA  
DHANANJALEE

ABOUT ME

A customer-oriented service provider with a positive attitude. Currently serving as a Cashier in Dubai- UAE in the retail sector. I have one year of working experience as a Receptionist Cum Administrative Assistant and gained skills as a data entry clerk also. I am self-motivated,easily adaptable, a quick learner, and a good communicator.

WORK EXPERIENCE

Aug 2022 – Present  
Dubai

Cashier – Day To Day Hypermarket

- Greet customers entering or leaving the cash counters.
- Manage the transactions with customers through cash registers.
- Ensure all the goods are scanned with accurate pricing tags.
- Collect the payments in cash, credit or gift vouchers.
- Issue the receipts, refunds, changes or vouchers to the customers.
- Redeem, discounts, vouchers and coupons.
- Resolve customer grievances, guide them and provide relevant information.
- Maintain the cleanliness of checkout areas.
- Ensure all the registered goods are Bagged and handed to customers.
- Support in bagging, boxing or gift-wrapping as required.
- Handle merchandise returns and exchanges with proper approval.

Jan 2021 - Jan 2022  
Colombo

Receptionist Cum Admin Assistant - Ministry of Higher Education Sri Lanka

- Handle merchandise returns and exchanges with proper approval.
- Handle incoming and outgoing calls at reception.
- Open, sort, and distribute incoming and outgoing correspondence.
- Maintain electronic and hard copy filing system as required.
- Prepare and modify documents including, reports, drafts, memos, and emails.
- Record, compile, transcribe and distribute minutes of meetings.
- Coordinate and maintain records for staff, telephones, parking, and others.

Jan 2019 - Jan 2020

Data Entry Clerk - Singer Sri Lanka

- Perform all typing and data entry for the classification staff.
- Perform other clerical duties such as answering the telephone, sorting, and distributing mail, running errands, and sending faxes.

COURSES

Jan 2020 - Sep 2020

English Diploma  
BRITISH WAY ENGLISH ACADEMY - SRI LANKA