



S.A ISHARA RANGANA GUNATHILAKA

Enthusiastic person with diverse range of analytical and problem solving skills. An outgoing personality with strong and effective organizational and communicational skills. Good team player and able to use own initiative to achieve company objectives. Versatile and learns new tasks/skills quickly.....

PROFESSIONAL | ACADEMIC QUALIFICATION

Higher Diploma in Business Management
Advanced Diploma in Business Management
Certificate course in Business Management
NIBM

Training Course In English
AES

Diploma in Office Applications
IDM Computer Studies

Completed G.C.E Advanced Level and Ordinary Level
School – Sangamiththa Girls College Galle

PROFESSIONAL EXPERIENCE

Majid Al Futtaim UAE Carrefour
Designation : Cashier
Duration : 2 Years

- Collect cash, checks, and credit card payments from customers
- Make change accurately and efficiently
- Issue receipts to customers
- Deal with returns and refunds as necessary
- Maintain cash control over register drawer and verify amounts are correct
- Answer customer questions as they arise
- Calculate customer bills through cash register ringing
- Help with other tasks as needed including managing shelves, tracking
- Inventory, and keeping the store clean

Lagoonvilla
Designation : Front Desk Receptionist
Duration : 1 Years and 4 Months




- Answering and routing phone calls in accordance with office policies.
- Greet and direct all visitors including vendors, clients and customers.
- Registering and scheduling patient/ client appointments.
- Ensure completion of paperwork, sign-in and security procedures.

EXTRA CURRICULER ACTIVITIES




- Leader of Swimming Team at Sangamiththa College.
- Expert in all forms of swimming strokes like front, crawl, butterfly breaststroke, etc.
- Ability to prepare team to participate in swim meets and win certificates & medle.
- Completed Career Skills Development Program at Innodata Lanka (Pvt) Ltd
- Member of Drama Society at Sangamiththa College.
- Completed 3 Months Training Program at National Water Supply & Drainage Board.
- Completed 3 months Japanese language course

I do hereby certify that the above particulars furnished by me are true and correct to the best of my knowledge & belief, & I am willing to forward any other details you may require.

CONTACT DETAILS

 Al Barsha 01 Pearl view Building Dubai UAE
 0561217283
 rangigunathilaka622292@gmail.com

PROFILE DETAILS

 24th of January 1995
 Sri Lankan (Single) 
PP N8132696 **LC** 81945714

LANGUAGES

Sinhala ●●●●●●●●●●
English ●●●●●●●●●○

PERSONAL SKILLS

Excellent public relation skills
Quick learner
Ability to make initiative
Good teamwork skills
Adaptability
Strong attention to detail
Good organization and planning skills
Commercial awareness
Numerical skills

REFEREES

Chanuka P Nirmal
Merchandise
Organic Food & Cafe
Tel : +971 52 382 1603

Anne Judy Mendis
Cashier
Majid Al Futtaim (Carrefour)
Tel : +971 54 370 1405

HOBBIES

