***VIJAYAPALA***

Aspiring to be a part of dynamic organization having motivational working environment, and looking for responsible and challenging assignments that will foster my advancement and long-term relationship in a organization where my experience, education and talent could make significant contributions towards corporate objectives.

**WORK EXPERIENCE**

**ADMININISTRATIVE RECEPTIONIST CUM ASSISTANT**

LE SPA LADIES SALOON & MOBILE SPA

JUNE 2014 to 5th MAY 2016

**DUTIES AND RESPONSIBILITIES:**

* Communicate to the customers about the service.
* Making appointments, keeps tracks of the schedule, keeps staff members update about their bookings for the day.
* Handle clients record.
* Doing paper works, sending orders, replying to emails, attending calls & answering client’s inquiries & complaints.
* Maintaining the monthly cash flow , balance cash , vouchers, credit cards and different kinds of currencies collection .
* Ensure accuracy of sales transaction.

**CASHIER CUM SALES CONSULTANT**

MOM AND ME (DUBAI FESTIVAL CITY)

ALMAYA GROUP OF COMPANIES

APRIL 2011 to APRIL 2012

**DUTIES AND RESPONSIBILITIES:**

* Maintains high level of customer services and focus on satisfaction.
* Enthusiastic and motivated with excellent interpersonal and selling skills.
* Monitor sales at all the time and the same time increase the sales according to the management aspects.
* Maintains healthy relation between staffs, to use the work force effectively.
* Ensure accuracy of sales transaction.
* Balance cash, vouchers, credit cards and different kinds of currencies collection against of sales (POS)total.
* Making reconciliation reports to balance the cash collection against point of sales total.
* Deal with deliveries and stocks transfer from the warehouse and other store branch.
* Know the supplier and the origin of the products.

**LOCAL EXPERIENCE**

**RECEPTIONIST CUM CUSTOMER CARE OFFICER**

BUSSINESS MACHINES COMPANY PVT LTD.

JULY 2008-JANUARY 2011

**COMPUTER OPERATOR**

RAVINDU MAN POWER RECRITEMENT PVT LTD

DECEMBER 2007 – JUNE 2008

**SKILLS AND QUALIFICATION:**

* Able to deal with people at any organization level.
* With extensive background in sales and cashiering.
* Good written and oral communication skills.
* Well versed in MS application.

**EDUCATIONAL ATTAINMENT:**

**C/HOLY ROSARY TAMIL VIDYALAYAM**

Successfully passed G.C.E Ordinary level Exam in 2007.(School 1st rank)

**INTERNATIONAL AIR TICKETING ACADAMY**

Have successfully completed Diploma in airline fares/e ticketing, reservation marketing, GD S-Amadeus, Airport operation & Air cargo.

Followed Cabin crew training.

**EUROPEAN COLLEGE**

Followed Diploma in Information Technology with excellent in Proficiency in Computing.

**VOLUNTEAR SKILLS**

* Participated in Global Youth Day.
* Have done teaching in Religious Education Centre.
* Have worked with special need children.

**PERSSONAL DETAILS**

Date of Birth : 20th of November 1991

Nationality : Sri Lankan

Gender : Female

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

