Harshaini

* Email: - [harshaini.13515@2freemail.com](mailto:harshaini.13515@2freemail.com)
* Visa Status : Employment Visa

Language Skills : English

To take my career to a high level by taking on challenging jobs that emphasized

CAREER OBJECTIVE on quality image and loyalty building. To also acquire knowledge and experience in a multitasking environment and more so to contribute and associate with excellence and high achievement.

❖ Cashier Cum Sales Assistant (Visual Merchandiser)

Sun & Sands Sports,

Al Ain, U.A.E.

Sept. 2013 to date

(Summary: At the moment I am working as a Cashier cum Sales Assistant at Sun & Sands Sport since 2013 to date in Al Ain-UAE.)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| WORKING EXPERIENCE | | | ***Duties & Responsibilities:*** | | | | |  |
|  |  |  | ​Areas of Expertise | | | | |  |
|  |  |  |  | ● | Retail | |  |  |
|  |  |  |  |  | ➢ |  | Able to Customers find what they want |  |
|  | Skills |  |  |  | ➢ Fully Aware of security issues concerning stock in relation | | |  |
|  |  |  |  | to shoplifting, leaking and theft. | |  |
| •Having interpersonal | | |  |  |  |  |
|  |  | ➢ Experience of working in a commission based sales | | |  |
| skills. | | |  |  |  | environment. | |  |
| • Reporting Skills | | |  |  |  |  |
|  |  | ➢ Able to maintain high stands of display & visual | | |  |
| • Being able to work with | | |  |  |  |
|  |  |  |  |  |  |
| one or more teams. | | |  |  |  | merchandising to ensure the store is well presented. | |  |
| • Microsoft Office Skills​, | | |  |  | ➢ Ready and able to work individually or within a team | | |  |
| • Being accurate. | | |  |  |  | environment. | |  |
| •Having good written | | |  |  |  |  |
|  |  |  |  |  |  |
| and spoken | | |  |  | ➢ Good with numbers, and ale to use modern computerized | | |  |
| communication abilities. | | |  |  |  | equipment and specialties retailing software | |  |
| • Having leadership skills. | | |  |  |  |  |
|  | ● |  |  | Sales |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  | ➢ Good numerical skills with the ability to manually | | |  |
|  |  |  |  |  |  | calculate costs without error. | |  |
|  |  |  |  |  | ➢ environment | | |  |

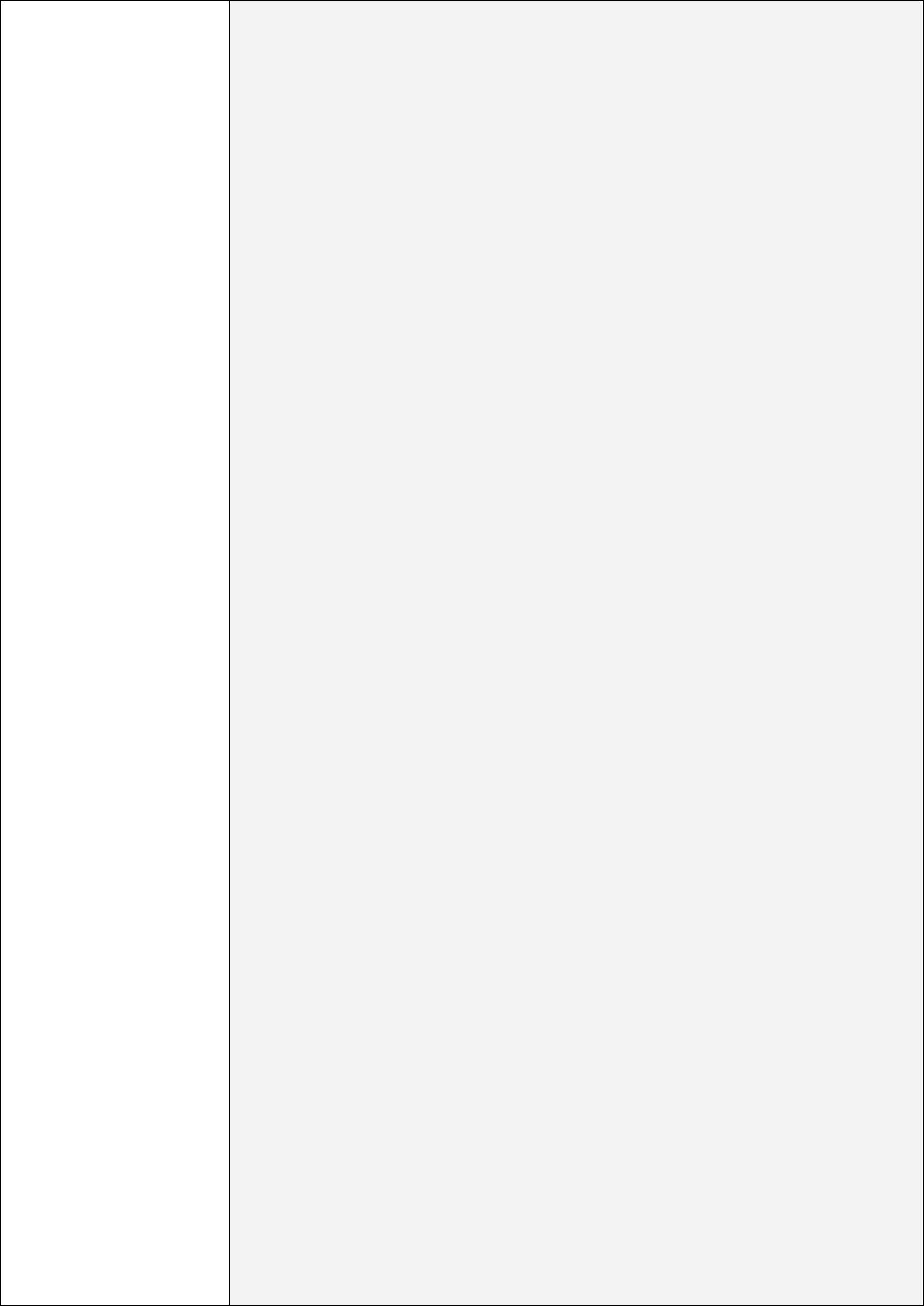
WORKING EXPERIENCE

ACADEMIC

&

PROFESSIONAL QUALIFICATION

* Able to accurately describe a products features and benefits to a customers



● Personal

➢Able to promote a

store and its products through effective marketing

activities like leafleting Etc.

* Experience of working in a commission based sales Willing to work on shift basis including evening and weekends.
* Always smartly dressed, articulate and presentable.
* Ability to take ownership of issues and work alone with little or no supervision
* Extremely organized with a high level of attention to detail.

❖ Sales Assistant January 2012 – July 2013

Odel

Colombo –, Sri Lanka.

(Summary: I have been worked as a Sales Assistant at Odel for a period of 1 year and 6 Months in Sri Lanka.)

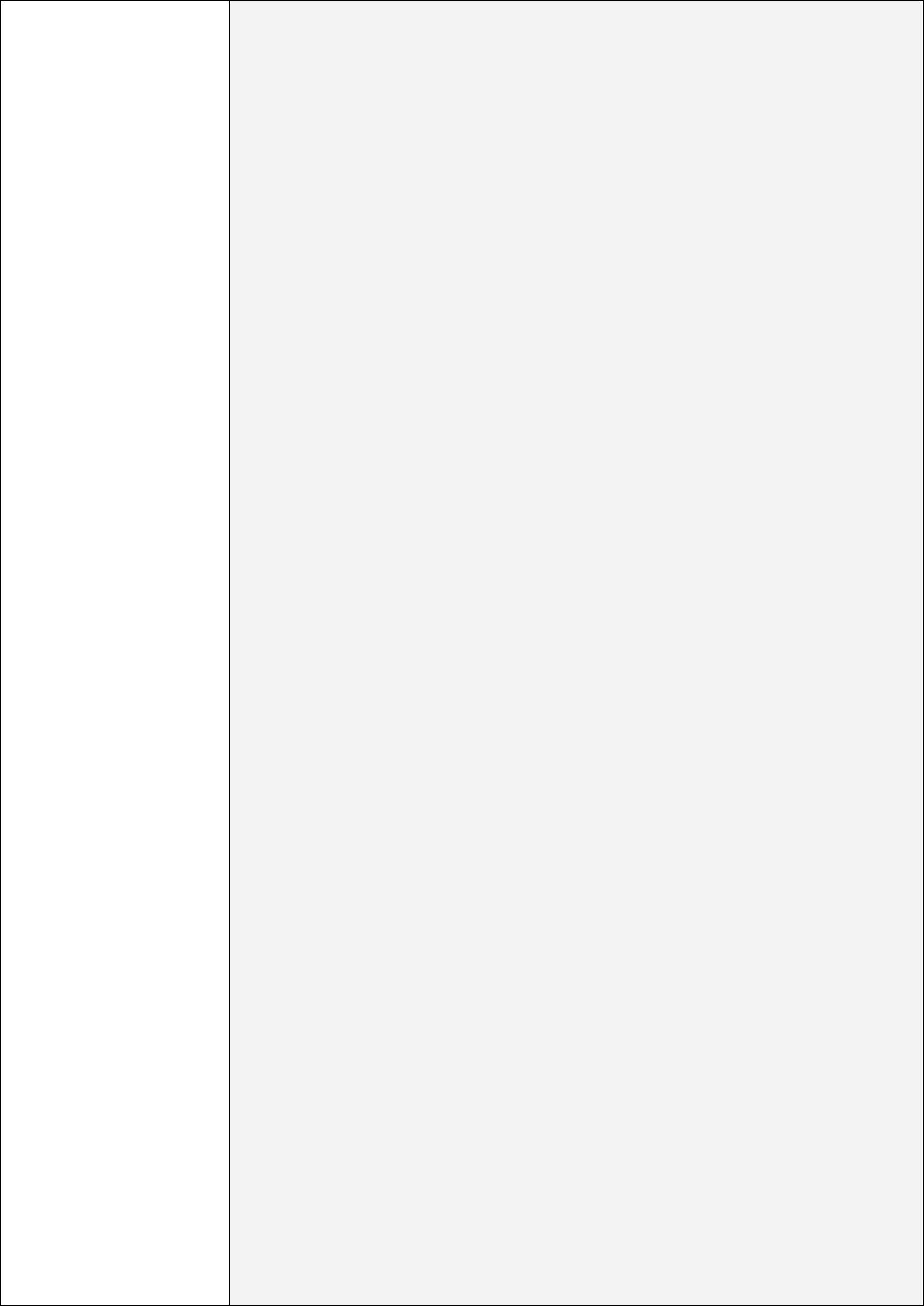
***Duties & Responsibilities:***

* Supporting the store team and manager to increase revenue stream and profit targets.
* Offering face to face advice to customers on the stores products.
* Processing returns and refunds as required in line with company procedure
* Providing a friendly and helpful service to customers
* Making sure that any item which is removed from a display column is replaced immediately after a sale.
* Occasionally being responsible for the stores security including being its key holder.
* Maintain high standards of presentation and cleanliness across the store.

ACADEMIC & PROFESSIONAL QUALIFICATION

* conducted by Department of Examinations in Sri Lanka.
* Passed General Certificate of Education (Advance Level Exam) in 2005 conducted by Depar Passed General Certificate of Education (Ordinary Level Exam) in 2002 tment of Examinations in Sri Lanka.
  + Completed a Certificate Course in Computer application Assistant at Lang way Institute.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | EXTRA CURRICULAR ACTIVITES | | |  |
|  |  |  |  | |  |  |
|  | ➢ In the field of sports I have represented college in Netball & Volleyball | | | | |  |
|  |  |  | soccer teams in all age group. | | |  |
| EXTRA CURRICULAR |  |  |  |  |  |  |
| ACTIVITIES | ➢ I was a Member in School Eastern Band in 2007 & 2008. | | | | |  |
|  | PERSONAL DETAILS | | |  |  |  |
|  |  |  | ➢ Name | : Harshini | |  |
|  |  |  | ➢ Date of Birth | th​ | |  |
|  |  |  | : 04​ April 1990 | |  |
|  |  |  |  |  | |  |
|  |  |  | ➢ Marital Status | : Single | |  |
|  |  |  | ➢ Gender | : Female | |  |
| PERSONAL |  |  | ➢ Nationality | : Sri Lanka | |  |
| INFORMATION |  |  |  |  |  |  |
|  |  |  | ➢ Visa Status | : Employment Visa | |  |
|  |  |  | ➢ Languages | : English | |  |
|  |  |  | School attended | : Buddhist Ladies College Colombo | |  |



I do hereby certify that given particulars furnished by me are true and correct to the best of my knowledge.