Harshaini

* Email: - 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.)

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| --- | --- | --- |
| 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.

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|  |  |  | 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.