 Ranasinghe.340339@2freemail.com

Ranasinghe

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| **Objective** | To Obtain a Career That Provides a Challenging Opportunity To Apply My Skills & Experience To Contribute For The Organization’s Growth And Where Opportunities Exist For Continuous Learning. |
| **Skills & Abilities** | * 03 Years’ Experience In Financial.
* Customer Service Oriented.
* A Good Team Worker with Excellent Interpersonal Relationships.
* Ability To Interact With People At All Levels.
* Decision making skills And Experience in Working Pressure Environment.
* Negotiation Skills.
* Ability to Work Independently.
* Willingness to Accept Responsibility.
* Ability to Adapt To Changes.
* Proficiency in Windows Working Environment (MS Word, MS Excel).
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| **Experience** | **COMPANY**: Sporting times**Designation**: Cashier **Duration** : 1 1/2 years (May 2012 To Aug 2013)**TASK AND responsibilities:**Handle cash transactions with customers* Collect payments
* Issue receipts, refunds, change or tickets
* Resolve customer complaints, guide them and provide relevant information
* Keep reports of transactions
* Greet customers when entering or leaving establishments
* Pleasantly deal with customers to ensure satisfaction
* Maintain clean and tidy checkout areas
* Pleasantly deal with customers to ensure satisfaction

**COMPANY**: LB Finance plc**Designation**: Marketing Officer**Duration** : 1 1/2 years (Feb 2015 To Aug 2016)**TASK AND responsibilities:*** Handle general leasing of new letting/renewal negotiation and related administration, Collect payments
* Negotiate leasing terms and conditions and close deals
* Ensure proper maintenance and inspect properties periodically
* Negotiate leasing terms and conditions and close deals
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| **Education** | General certificate of education (ordinary level) – 2008 – Harishchandra college – Negombo, Sri Lanka.Passed the general certificate of education (advance level) / mathematics – 2011- Harishchandracollege – Negombo, Sri Lanka.Successfully completed diploma in it from esoft metro campusSuccessfully completed certificate course in English from unique English academy |
| **Other Skills** | * It skills – office package, email, etc
* Language skills - Fluent in Sinhala &English (reading, writing, speaking)
* Fast learning skill
* Team working ability to work hard
* Good communication skills
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| **Sports And Extra Proficiency**  | * Member of school volleyball team
* Member of school chess team
* Junior prefect in school
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