 [Ranasinghe.340339@2freemail.com](mailto: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). |
| **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 |
| **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 |
| **Sports And Extra Proficiency** | * Member of school volleyball team * Member of school chess team * Junior prefect in school |