



DILAN MESHAN

**SALES ADVISOR/IT
SUPPORT/CASHIER/DATA ENTRY
OPERATOR**

CONTACTS

PHONE NUMBER

0557218978

EMAIL

dilanmeshan@gmail.com

ADDRESS

A block, Al habdoor bulding, Al
Qasimia, Sharjah, UAE

ABOUT ME

I have worked with so many client & customer Experienced looking for combine skills and obtain a position.I'm adaptable to all challenging situations.I'm able to work well both on a team environment as well as using own initiative and I have strong communication skills too.I'm a self-quickly learner and I think that these skills comes to me when I was working for Sri Lanka Insurance Corporation.Really I got a great experience in that company and I'm waiting to give my quality work in your company also.

WORK EXPERIENCE

SALES ADVISOR CUM IT SUPPORT

📍 Colombo

Sri Lanka Insurance Corporation

Jan 2022 - May 2023

- I have collected a wide knowledge of how to handle the client from this role as a sales Advisor.
- Identify client needs and recommend products and services.
- Explains various insurance policies and products to potential and existing clients.
- Maintain bookkeeping systems, database and records.
- Set up meetings with potential clients and listen to their wishes and concerns.
- Promote and sell a variety of insurance products through the social media.
- Actively seek out new sales opportunities through cold calling, networking and social media.
- Collaborate with team members to achieve better results.
- Answering internal and external phone calls.
- Apart from my Sales advisory role I have performed sometime troubleshooting, repairs and data restoration,Installing and configuring computer hardwares and scanners,when needed.
- Provide technical support for the staff, when needed.

CASHIER CUM DATA ENTRY OPERATOR

📍 Colombo

Food City Supermarket

Mar 2021 - Dec 2021

- Quickly and accurately scan goods to minimize customer wait time.
- Process cash, card and digital payments for products purchased.
- Greet customers when entering or leaving the store.
- Resolve Complaints, guide them, and provide relevant Information.
- Providing high quality customer service.
- Operating scanners, scales, cash registers, and other electronics.
- Keep periodic balance sheets of amounts and numbers of transactions.
- Following all store procedures regarding coupons, gift cards, or the purchase of specific items.
- Request information or assistance using paging systems.
- Enter Items and data using POS System Issue receipts, credits notes to suppliers.
- Sort and organize paperwork after entering data to ensure it is not lost.
- Perform regular backups to ensure data preservation.

LANGUAGES

- English

- Sinhala

- Tamil

DRIVING LICENSE

Driving license category

Have a SRI LANKA driving license

PERSONAL DETAILS

Date of birth:

2001/10/03

Nationality:

Sri Lankan

Visa status:

Visit visa

Marital status:

Single

EDUCATION

2021

COMPUTER SCIENCE AND SOFTWARE ENGINEERING

Sri Lanka Institute of Information Technology, Colombo

To 2 year/1 Semester

2020

G.C.E ADVANCED LEVEL EXAMINATION DEPARTMENT OF EXAMINATION, SRI LANKA IN COMMERCE STREAM

St.jhon collage , Colombo , Sri Lanka.

Passed with flying colours. (Accounting- B, Economics- C, Information and Communication Technology- C)

2017

G.C.E ORDINARY LEVEL EXAMINATION DEPARTMENT OF EXAMINATION, SRI LANKA

St.jhon collage , Colombo , Sri Lanka.

Passed with flying colours. (A- 6, B- 1, C- 2)

SKILLS

MULTITASKING SKILLS

LEADERSHIP SKILLS

RESOLVING CONFLICTS

EXCELLENT CUSTOMER
SERVICE

NEGOTIATION AND
INTERPERSONAL SKILLS

TEAM WORK SKILLS

TIME MANAGMENT

DOCUMENTATION SKILLS

GOOD MATHEMATICS AND
STATISTICS SKILLS

VERBAL AND WRITTEN
COMMUNICATION SKILLS

COURSE

ENGLISH DIPLOMA

British way English Academy

Nov 2022 - Feb 2023