



PAVITHRA JAYATHILAKA

Sales Assistant

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Sri Lankan

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Mar 20, 2001

I would like to work attached to a well-reputed organization in which my talents, strengths, and potential work dynamically together and contribute to the company's betterment and gain thereof. So, I am creative, friendly, and self-motivated. Further, As a cashier, my focus is to achieve customer satisfaction at all times. Completed customer transactions on the cash register. Reconciled cash register drawers at the end of the shift. Provided excellent service to customers by promptly attending to their shopping needs, answering inquiries, and resolving complaints.

SKILLS

- Customer Service
- Team Work
- Internet & Email
- Quick Learner
- Communication Skills
- Creative

LANGUAGES

- Sinhala — Native
- English — Intermediate

EXPERIENCE

Cashier

Mar 2022 — May 2022

People's Bank | Panadura, Sri Lanka

- * Processing deposits and withdrawals.
- * Introducing new members to the banking platform and software.
- * Performing regulator account maintenance.
- * Opening and closing accounts as required for members. Dealing with customer inquiries.
- * Performing general administration tasks.
- * Helping customers with loan and mortgage applications.

Sales & Customers Relation

Jul 2022 — Feb 2023

Cool Planet | Nugegoda, Sri Lanka

- * Experienced clothes sales assistant with a proven track record of providing exceptional customer service and achieving sales targets.
- * Proficient in product knowledge, assisting customers in finding the perfect outfits, and creating a positive shopping experience.
- * Skilled in visual merchandising and inventory management to maintain a well-organized store environment.

EDUCATION

English Language Skills for Employment

2022 — Mar 2023

University of Moratuwa | Moratuwa, Sri Lanka

Advanced Level

Panadura Balika Maha Vidyalaya | Panadura, Sri Lanka

Ordinary Level

Sri Sumangala Balika Maha Vidyalaya | Panadura, Sri Lanka