



Location
Colombo



Closing Date
04/01/2024

Description

- Generating Computerized Receipts (Patients Receipts, Miscellaneous Receipts).
- Calculate total receipts during the shift and reconcile it with Shift End Report.
- Settling the full amount in the Shift End Report with all the relevant documents, soon after the end of the shift to the Account Cashier during the office hours.
- Dropping the full amount in the Shift End Report with all the relevant documents (properly covered), soon after the end of the shift to the safe if the Chief Cashier is not available.
- Maintaining and keeping all the documents in order.
- Issue refunds if approved by a higher authority.
- Establish and identify the prices of services given/ to be given to the customers accurately.

Entry Requirements

passed GCE A/L in commerce stream and good communication skills

✓ APPLY FOR JOB