

CONTACT

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Address: Dubai -

United Arab Emirates

•Full Name: Bokaragodage

Kanishka Harshika.

•Birth Date: 25/10/1986

Nationality: Sri Lankan

•Civil Status: Married

•Gender: Male

SKILLS 🞞

- Close collaboration with senior management.
- Establishing a strong rapport with the clientele.
- Innovative thinking and a passion for moving forward to attain objectives.
- Strong communication and marketing abilities.
- Expertise with Windows-based laptops & computers.
- Good at using Microsoft Office products.
- Outstanding English
 Communication Skills.
- Meeting due dates and turning in assignments on time.
- Capable of collaborating effectively with teammates from other countries while respecting their customs and views.

KANISHKA HARSHIKA -

BANKING EXECUTIVE

- I am employed in the banking and finance sector. With my long-term experience, knowledge, and experience of the last 12 years in finance and banking administration and operational aspects. I am looking for an organization that can take my career forward successfully.
- An intelligent, talented, and ambitious person with a strong background, I am a highly self-disciplined individual. Ability to be flexible and make quick and accurate decisions. Running on a deadline, having a strong sense of self, The ability to work collaboratively as a team, be able to formulate complex solutions, and communicate accurately can be described as my special characteristics.
- I can adjust easily under different conditions and adapt easily to any environment. Seeking a position with a strong, growing business.



WORK EXPERIENCE

2018 - Present

Country Representative | Sampath Bank – U.A.E



- Handling Bank Branch operations to facilitate all customer requirements such as Personal Account opening, Business Account Opening, Personal and Business loans, Canvasing Deposits, Facilitate Credit Cards.
- Processing customer KYC, Compliance, CDD and AML requirements while maintain appropriate documentation.
- Implement new strategies and Business development plans generate revenue through the channels (Manage to increase 60% in foreign currency inflows and 70% in transaction volumes within the period).
- Responsible for building and managing the banking profile of high-net-worth individuals and companies and providing all banking solutions.
- Overall maintenance and growth of the portfolio with a holistic view on customer requirements within the compliance guidelines, funding appetite and credit framework.
- Reviewing the overall portfolio in a timely manner and to maximize earnings in line with bank's policy while containing risks to an acceptable level.
- Creating business leads with multi nationals in UAE and ultimately turn it into the valuable business.
- Ensure solution implementation and delivery covering end-to-end process including, obtaining necessary documentation and setups executed alongside providing training to clients.
- Build and strengthen client trust and relationships by understanding and offering appropriate solutions.
- Canvassing high net worth customers for investing in order to enhance foreign currency inflows to Sampath Bank. (Manage to increase long term deposits from 50% within the period)
- Update and maintain customer portfolio to ensure better customer service while maintaining the customer relationship.
- Monitoring remittance inflow to Sri Lanka on daily basis and analyst the figures with competitor banks and other channels while maintaining the reports on Daily/ Weekly and Monthly basis.
- Promoting Bank products and onboarding corporate business partners, resident and non-resident investors for investing funds.
- Organizing marketing related activities among customers to strengthen the customer relationship.

LANGAUGES III

- English
- Hindi
- Sinhala

REFERENCE →

 Reference will be provided on request.

<u> 2010 – 2018</u>

Junior Executive - Remittances | Sampath Bank - Colombo



- Business Co-ordination with international money transfer organizations for remittance tie-up and planning strategies to enhance transaction volumes.
- Prepared and presented periodic remittance statistics and update to the higher management.
- Act as a Risk and Compliance coordinator to ensure a high level of compliance and operational risk guideline, processes and regulations.
- Responsible for the Bank E Remittance system and its ongoing system enhancements Handling Reconciliations and maintain reports related with Money Exchange Accounts Part.
- Handling customer inquiries related with branch operations and remittances.
- •Supporting branch network to handling remittance related inquiries and conduct training program to enhance branch level customer services.
- Processing foreign currency conversions related to the Money Transfer companies.
- Operating teller functions in day to day transactions.

PROFESIONAL QUALIFICATION

• Diploma in Banking and Finance (DABF) - Following Institute of Bankers of Sri Lanka



• ABE Level 6 Diploma in Business Management Association of Business Executive Institute - UK

• Diploma in Credit Management Institute of Bankers of Sri Lanka



• Certificate of Banking and Finance (CBF)
Institute of Bankers of Sri Lanka



• National Certificate in Computer Application Assistant (NVQ Level 2) – Vocational Training Authority - Sri Lanka





ACADEMIC QUALIFICATION

2006 - 2010

Bachelor Degree

University Of Jayewardenepura - Colombo 2005



G.C.E Advanced Level Examination

President College - Colombo

• 2 "B" Passes. 1 "C" Passes.

2002

G.C.E Ordinary Level Examination

C.W.W.Kannangara College - Colombo

• 1 "A" Passes, 5 "B" Passes & 2 "C" Passes

I do hereby certify that the above particulars are true & correct to the best of my knowledge.