

Duminda Hettiarachchi

Banking Officer

I am a hard working, honest individual. I am a good timekeeper, always willing to learn new skills. I am friendly, helpful and polite, have a good sense of humour. I am able to work independently in busy environments and also within a team setting. I am outgoing and tactful, and able to listen effectively when solving problems.



- Al Nahada Fitness center, Sharjah, Ash Shariqah [Sharjah], United Arab Emirates
- September 16, 1997
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- DumindaHettiarachchi

WORK EXPERIENCE

Pan Asia Bank
Junior Executive Grade 1
(April 15, 2020 - February 25, 2023)
Process payments and withdrawals, Teller functions, set up and maintain customers' accounts. Deal with calls, emails and face-to-face enquiries. promote and sell financial products and services to customers, Open and close saving and checking accounts for customers, Create CRM, KYC Analyst, Process OTT, Branch Banking operations
<http://www.pabcbank.com/>

Pan Asia Bank
Junior Executive Trainee
(April 16, 2018 - April 15, 2020)
Maintain up-to-date knowledge about bank products and services, Work under the guidance of Bank Manager to achieve both individual and team sales goals, Adhere to bank policies and procedures and follow federal and state laws
<http://www.pabcbank.com/>

Pan Asia Bank
Outsource Member
(April 09, 2017 - April 15, 2018)
Gathering information for the loan application, Evaluating credit histories for applications, Assisting Loan Officer with requests and tasks needed to complete and process applications, Create loan repayment plans.
<http://www.pabcbank.com/>

EDUCATION

St'Anthony's College Sri Lanka
High School, Commerce
principal@sack.edu.lk

COMPUTER SKILL

- Microsoft Office**

Word, Excel, PowerPoint, Outlook.
- Fincore Banking System**
- CRM**
- Money Transfer Systems**

Western Union, RIA, Small World

SKILLS

- Communication skills.**
- Organization and time management**
- Teamwork**
- Computer literacy**
- Financial literacy**

INTERESTS

- Rugby
- Gym

LANGUAGES

English
Expert

AWARDS

- Best Product Champion**

Pan Asia Bank-Gampola
(April 10, 2018)
- Best Staff Member overall Performance-2018**

Pan Asia Bank -Gampola
(April 10, 2018)