



Salinda De Costa

CONTACT

-  +971 554 629 259
-  salindadilshan95@gmail.com
-  Al faraha bldg, Flat 53,
Al rigga, Deira, Dubai, United Arab Emirates.
-  <https://www.linkedin.com/in/salinda-de-costa>

SKILL

- Innovative
- Good team leader – member
- Result oriented
- Work Dedicated
- Research and Strategy
- Strong work ethics
- Reliable and Responsible

PERSONALS

- Date of Birth : 21st March 1995
- Marital status : Married
- Nationality : Sri Lankan
- Passport No : N7797775
- Visa Status : Visit Visa

LANGUAGES

- English
- Sinhala

Educational Qualifications

- **Completed Physical fitness trainer national vocational qualification (NVQ LEVEL 4) in Sri Lanka Institute of Fitness and Nutrition.** (2019 December – 2022 December)
- **Intermediate in Applied Banking and Finance in Institute of Bankers of Sri Lanka , Colombo.** (2016 December – 2017 Dec)

REFERENCES

Mr. Sanjiva Peiris
Regional Operation Manager,
 NDB Bank.
sanjiva.peiris@ndbank.com
 +94773457441

ABOUT

An ambitious, energetic and hardworking individual, simultaneously a keen learner, with a sound academic background and leadership qualities which are demonstrated with my previous work in The Finance Company PLC ,Delmege Forsyth & Co. Ltd, and Citizen Development Business Finance PLC, currently employed at National Development Bank,Sri Lanka. Possess expertise in the fields of Management Accounting, Financial Accounting and analytics.

Professional Experience

National Development Bank PLC (NDB) | Senior Banking Associate (December 2019 – Present)

Key responsibilities:

- Check accuracy and completeness of all client requests relating to cash,cheques and other over the counter services.
- Ensure effecting transactions pertaining to all customer requests in to the system timely and accurately as per policy.
- Ensure cash balances are recoded based on deposits everyday as per policy.
- Maintain cash in respective tills based on the limits.
- Ensure all registers are completed/adhered to/maintained as per the policy.
- Maintain zero tolerance with respect to adherence to all internal audit,external audit and regulatory compliance, as applicable.
- Preparation of reconciliation reports and other related reports on a timely basis.

Citizen Development Business Finance PLC | Operations Assistant

(2016 November –2019 Nov)

Key responsibilities:

- Acting as second in command to the manager and taking care of all duties in their absence
- Assisting the manager with operational issues.
- Providing excellent customer service and maintaining relationships. Processing and preparing financial statements.
- Reviewing and performing audits on financial statements and reports.

Delmege Forsyth & Co. Ltd | Cashier

(2016 June –2016 October)

Key responsibilities:

- Registers sales on a cash register by scanning items, itemizing and totaling customer's purchases.
- Collects payments by accepting cash,check, or charge payments from customers and makes change for cash customers.
- Balances cash drawer by counting cash at beginning and end of work shift.

The Finance Company PLC | Customer Service Officer Cum Cashier (2015 May – 2016 May)

Key responsibilities:

- Processing deposits and withdrawals and introducing new members to the finance platform software.
- Performing regulator account maintenance.
- Opening and closing accounts as required for members and dealing with customers inquires

Cinnamon Lakeside Hotel Colombo | Receptionist (2014 October –2015 March)

Key responsibilities:

- Answering incoming telephone calls from prospective and existing guests.
- Assisting guests with hotel reservations.
- Processing credit card transactions for lodging, room service and other hotel costs.
- Assisting with guest requests and complaints.
- Transferring phone calls to guest rooms.
- Maintaining accurate records of guest charges (room service, pay-per-view, spa services, etc.)