



Manoj Chathuranga

PROFILE

Secure a responsible position to fully utilize my learning, knowledge and skill, while making a significant contribution to the success of the company.

WORK EXPERIENCE

Development Officer | Samurdhi Development Bank

Sri Lanka From 01/2022 to Date

Web Site - <https://www.samurdhi.gov.lk/>

The Samurdhi Development Bank is in operating since 1994 as the major welfare scheme of the government being implemented focusing on the main objective of the alleviation of poverty.

Present Duties and Responsibilities

- Recommending and Explaining banking services and products to customer based on their needs.
- Processing Deposits, Payments and Withdrawals.
- Resolving client queries and complaints.
- Performing administrative and clerical duties, such as data entry and filing, when necessary.
- Managing client bank accounts including opening and closing accounts.
- Handling Loan Documents.

Graduate Training | Irrigation Department - Sri Lanka from 9/2020 to 1/2022

Web Site - <https://www.irrigation.gov.lk/>

- Training in Accounts, Human Resources and Administration section.
- Supporting to section manger for day to day duties.

Merchandiser | Hela Clothing (pvt)Ltd – Sri Lanka from 4/2019 to 8/2020

Web Site - <https://www.helaclothing.com/>

- Handling the All Trims and Thread Ordering Process.
- Reviewed proposals and submitted reports to procurement heads for selection.
- Worked with department heads to determine requirements for procurement activities.
- Sourced and verified quotations from suppliers before initiating purchase processes.

INFO



PHONE

+971566246615



WHATSAPP

+94711392521



MAIL

Manochathu94@gmail.com



LOCATION

Flat No 503, Al Saadiyat
Building, Electra Street
Abu Dhabi, UAE.

IT SKILLS

- MS Office
- Advanced Excel
- Outlook
- Power Point
- IFS

SKILLS

- Proposal Writing
- Documents Preparation
- Committed team player
- Flexibility
- Creativity
- Analytical and Leadership skills
- Strong Decision making ability

LANGUAGES

ENGLISH
SINHALA

PERSONAL INFORMATION

• NAME IN FULL

Bilida Dewayalage Manoj
Chathuranga somasinghe

• DATE OF BIRTH

16.11.1994

• GENDER

Male

• NATIONALITY

Sri Lankan

SOCIAL

Linkedin
www.linkedin.com/in/manoj-chathuranga-0a1782257

ACADEMIC QUALIFICATIONS

Bachelor of Business Administration (BBA) specialize in Organization Management with Honor Faculty of Management, University of Peradeniya.

Effective date – 25th January 2019

G.C.E Advanced Level Examination

Department of Education - Sri Lanka
Ibbagamuwa Central Collage 2013 – Commerce Stream

Accounting – Grade A
Economics – Grade A
Business Studies – Grade A

REFERENCES

Available Upon Request.

I do hereby certify that the above particular given by me are true & Accurate to the best of my knowledge.

Manoj Chathuranga