

# SAMEERA KEERTHIRATHNE

A dedicated and result-oriented professional in the banking sector, specializing in compliance and people management. Seeking challenging opportunities in the banking industry to leverage expertise in ensuring regulatory adherence, fostering team efficiency, and contributing to organizational growth.



## CONTACT INFO



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Building No. 502, Sheikh Hamdan  
Building, Al Makhtoom Road,  
Deira, Dubai, UAE.

## SKILLS & COMPETENCIES

- Regulatory Compliance
- Team Leadership
- Banking Operations
- Risk Management
- Customer Service
- Training and Development
- Cross-functional Collaboration
- Problem Solving

## LANGUAGE PROFICIENCY

English - Fluent

Sinhala - Native proficiency



## WORK EXPERIENCE



### Sampath Bank PLC | Sri Lanka

#### Executive I

May 2023 - Present

- Collaborate with the head office to develop and implement new initiatives and procedures.
- Work closely with the branch manager to prepare and present monthly reports on performance, productivity, and other key metrics to the head office.
- Manage the on-site team, overseeing their daily activities.
- Facilitate continuous training and development for branch staff, scheduling training sessions and conducting regular update meetings.
- Conduct quarterly and annual performance reviews for all team members.
- Ensure adherence to opening and closing hours and regulatory guidelines.
- Coordinate branch upgrades, repairs, and equipment services as needed.
- Collaborate with the HR department to address staffing issues and participate in the hiring and training of new employees.
- Manage the staff rotation to ensure adequate coverage at all times.
- Serve as the backup emergency contact for the branch in case of a break-in or alarm activation.
- Assist in setting branch budgets and KPIs for staff members to follow.

#### Junior Executive II

Aug 2015 - Apr 2023

- Conducting credit underwriting and analyzing credit risk.
- Monitoring and maintaining credit quality.
- Preparing credit documents and completing security files.
- Canvassing new SME customers for the bank.
- Periodically reviewing and creating credit portfolio reports.
- Handling recoveries and managing the credit portfolio.
- Handling Cash officer function in the branch.

#### Junior Executive I

Mar 2011 - Jul 2015

- Managed day-to-day operations and credit functions at the branch, ensuring smooth and efficient processes.
- Contributed to process improvements and efficiency enhancements.
- Fostered positive working relationships within the team and across departments.
- Cash teller functions.

### Laugfs Lubricants Ltd | Sri Lanka

#### Management Trainee

Oct 2010 - Feb 2011

- Managed daily bank reconciliations and updated company bank balances.
- Prepared factoring schedules and reconciled accounts.
- Conducted internal audits for process evaluation and improvement.

PERSONAL DETAILS

Date of Birth : 06.04.1986  
Gender : Male  
Civil Status : Married  
Nationality : Sri Lankan  
Passport No : N9677075  
Visa Status : Visit Visa

REFERENCES

Available upon request.



EDUCATION

- Master of Business Administration May 2022  
Asia e University, Malaysia
- Bachelor of Science Sep 2010  
University of Colombo, Sri Lanka
- CA Intermediate Level 2006 - 2009  
Institute of Chartered Accountants of Sri Lanka (ICASL)



MEMBERSHIPS

- Associate Member Sep  
2014  
Institute of Bankers of Sri Lanka



ACHIEVEMENTS

- Consistently received outstanding performance recognition for 12 consecutive years, demonstrating sustained dedication and excellence.
- Played a key role in achieving a credit growth of Rs. 1.1 billion in 2018, contributing to the success of the best credit growth branch team out of 220 teams.
- Contributed significantly to the best deposit growth of over Rs. 4 billion in 2019, becoming an integral part of the best deposit branch team out of 225 teams.