



Asela Wijenayaka

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SHARJAH - UAE

Personal Details

- Date of Birth : June 12, 1977
- Nationality : Sri Lankan
- Gender : Male
- Marital Status : MARRIED
- Visa Status : Freelance Visa

Languages

- English
- Hindi
- Arabic
- Sinhala

PROFESSIONAL QUALIFICATION

- ❖ Followed an English course conducted by the AMERICAN COLLEGE OF HIGHER EDUCATION Colombo, Sri Lanka.
- ❖ Followed a marketing course at SRI LANKA INSTITUTE OF MARKETING Colombo, Sri Lanka

CAREER OBJECTIVE

To secure a challenging position where I can effectively contribute my skill as Professional, possessing competent technical skills. Given a chance to prove myself and to pull out internal talent and ability.

PROFESSIONAL SUMMARY

- ❖ Over 14 years of significant managerial leadership in customer service and cash dealing.
- ❖ Efficient in team building and staff retention with first-rate communication and training skills, and ability to work with diverse, multi-lingual staff.
- ❖ Committed to work and eager to be trained with other job opportunities.
- ❖ Exceptional communication skills. With valid U.A.E. Driving License

PROFESSIONAL EXPERIENCE

- ❖ FRAUD ANALYST (Temporary Basis) Rakbank Head Office
September 2021 till November 2021
- ❖ RAK BANK [HEAD TELLER] Dubai Al Qouz Branch
October 2015 till August 2020
- ❖ RAK BANK [BRANCH OPERATION REPRESENTATIVE]
DUBAI AL QUOZ BRANCH
- ❖ U.A.E EXCHANGE CENTER [CASHIER/ADMIN OFFICER]
July 2008 to October 2015
- ❖ MAX L.L.C /LAND MARK GROUP [SENIOR SALES
STAFF/CASHIER] U.A.E Retail Outlet October 2005 to October 2007
- ❖ KEESH CENTRE LLC [SENIOR SALES
STAFF/CASHIER] Qatar, Retail Outlet January 2003 to December 2003

SUMMARY OF RESPONSIBILITIES

- ❖ Communicating with customers.
- ❖ Processing of cash and cheque transactions, deposits and withdrawal, RMT transactions and balance cash and have zero cash shortages and overages to ensure
- ❖ daily functionalities are completed as per agreed timelines.
- ❖ Main Cashier/ Foreign Currency Cashier/ Remittance Cashier/ Branch Funding
- ❖ Primarily makes receipt vouchers for all received and send money transfer transaction which includes electronic transfer, telegraphic transfers, drafts, express
- ❖ money & western union.
- ❖ Also makes receipt vouchers for different kinds of bill payment & other utility remittances.
- ❖ Update & makes follow up for some money transfer status inquiry, NRE account opening & Philippine account opening.
- ❖ Promotes the primary product & services of the company to the customer like the

EDUCATION

- ❖ Ordinary Level Examination (Year 1993)

DECLARATION

I, asela wijenayaka hereby declare that the above mentioned statements are all true to the best of my knowledge and belief.

ASELA WIJENAYAKA