

GANGODA GAMACHCHIGE

JAYAMINI AYODHYA

(G. G. J. AYODHYA)



CONTACT

Address: Topgym Building, Meena
Road, Abu Dhabi, UAE

Mobile : +971 56 625 0914

Email : jayamini.ayoddya@gmail.com

PERSONAL DETAILS

Date of Birth : 25/05/1997

Marital Status : Married

Nationality : Sri Lankan

Passport No : N10408230

Visa Status : Visit Visa

LANGUAGES

- English
- Sinhala (Native Language)

EXPERTISE

- Verbal
- Communication
- Customer Service
- Resolving Conflict
- Teamwork
- Professionalism

OBJECTIVE

A self-motivated graduate who demonstrates strong work ethic and leadership skills. Seeking an opportunity to improve the knowledge and skills at a firm that enables further development of myself as well as the firm itself. My past and present working experience will ensure that I make meaningful contributions to the firm under any given conditions.

EDUCATION

- BSc Honours in Banking & Insurance
Sabaragamuwa University of Sri Lanka - 2017 to 2022
- Accounting Technican
AAT Sri Lanka - 2014 to 2017
- Certificate
Intermidiate in Applied Banking & Finance
Institute of Bankers of Sri Lanka - 2020 to 2022

WORK EXPERIENCE

Graduate Trainee

Sampath Bank – Sri Lanka

03/2022 – 02/2023

- **Cash Handling :** Accurately handle cash, checks and other financial instruments. Receive deposits, withdrawals and loan paments from customers while maintaining the security and integrity of cash drawer.
- **Teller Transactions :** Perform varios teller transactions, including processing cash and check deposits, cashing checks, issuing cashier's checks and exchange foreign currency.
- **Customer Service :** Greet customers professionally and assist them with their banking needs. Provide information on account balances, transaction history and other inquiries.
- **Risk Managment :** Complied with all required Bank Policies and Procedures to minimize risk and protect the financial well-being of customers.

SOFT SKILLS

- Strong communication and interpersonal skills.
- Excellent negotiation and persuasion skills.
- Ability to build and maintain relationships with clients and partner.
- Strategic thinking and problem solving abilities.
- Strong organizational and time management skills.
- Ability to work independently and as part of a team.
- Proficiency in Microsoft and CRM software.
- Passion for continuous learning and professional development.

IT SKILLS

- OS (Windows)
- Finacle
- Office Package
- Internet and Email

REFERENCE

- Mr. R. N. Wijemanne
Manager,
BOCU, Sampath Bank, Sri Lanka.
Mobile: +94 074 0391594
rameshw@sampath.lk
- Mr. M. Dharmasena
Senior Executive,
BOCU, Sampath Bank, Sri Lanka.
Mobile: +94 076 2781834
mangaladhramasena@sampath.lk

School Leaver

Bank of Ceylon – Sri Lanka

04/2017 to 10/2017

- **Accounts Opening and Closing :** According to customer needs open and close the savings accounts and fixed deposits.
- **Teller Transactions :** Perform various teller transactions. There are, cash and check deposits, cashing checks, issuing cashier's checks and exchange foreign currency.
- **Customer Service :** Greet customers professionally and assist them with their banking needs. Provide information on account balances, transaction history and balance confirmations.

KEY STRENGTHS

- Organizational Skills
- Multitasking
- Time Management
- Communication Skills
- Persuasion
- Adaptability
- Tenacity

DECLARATION

I do hereby declare that the above particulars furnished by me are true and accurate to the best of my knowledge.

Ayodhya

02/02/2024

Signature

Date