



## GET IN TOUCH

**ADDRESS**

Dubai, UAE

**MOBILE | WHATSAPP**

+971542672353

**E MAIL**

nimashashenal@gmail.com

**LINKEDIN**

<https://www.linkedin.com/in/nimasha-charles-877251146/>

**VISA STATUS**

Visit Visa

**PASSPORT NO**

N9822453

## EXPERTISE

Credit Reviewing & Underwriting  
Document Verification & Maintenance  
Sanction Screening | Refinitiv World-Check  
Approval Compliance  
Collateral Management  
Credit Risk Management  
Credit Decision Making  
MS Office | Banking Systems | ERP Systems  
Security Document Release Process

## LANGUAGE SKILLS

English – Full Professional Proficiency  
Sinhala – Native Level Proficiency  
Tamil – Intermediate Level Proficiency

## CERTIFICATIONS

Foundations of Business Banking | National Association of State Boards of Accountancy by LinkedIn Learning | 2024

Amana Certified Islamic Banker  
Amana Bank PLC, Sri Lanka | 2023

## REFERENCES

References will be available on upon request.

# C. N. SHENAL CHARLES

## Junior Executive Assistant – Credit Administration

### CAREER OBJECTIVE

Seasoned banking professional with a strong record as a Junior Executive Assistant in Credit Administration. Specializing in conventional and Sharia-compliant financial services, I seek a dynamic role to apply expertise in credit analysis, risk management, and administrative support. Committed to operational excellence, regulatory compliance, and contributing to organizational growth through collaboration and innovation. Ready to take on new challenges and drive success.

### WORK EXPERIENCE

#### Junior Executive Assistant – Administration

**Amana Bank PLC, Colombo, Sri Lanka | 11/2022 – 04/2024**

As a Junior Executive Assistant – Administration, I involve meticulously reviewing credit applications in strict accordance with approval conditions, CAD guidelines, and bank policies. I handle verifying the eligibility of documentation, coordinating with branch teams, and preparing reports on documentation deficiencies. Additionally, I structure limits, analyze security profiles, and assess risk factors while safeguarding security documents and conducting comprehensive credit reviews. I secure approvals for collateral release, accurately lodge security documents in the Bank's system, and perform precise credit underwriting.

#### Branch Coordinator | Senior Operations Officer

**Richard Peiris Finance Ltd, Sri Lanka | 09/2020 – 11/2022**

Branch Coordinator | Senior Operations Officer, I handle evaluating and checking credit proposals from branch operations. I handle branch customers and provide necessary services from the head office. Additionally, I prepare reports on credit/leasing facility granting and debtor age reports, coordinating with the MIS department. I conduct screenings against sanction lists, watchlists, and PEP lists, utilizing screening tools to identify potential matches. Furthermore, I handle security document release, manage introducer commission registration and payments, and monitor the recovery process of contracts within one year.

#### Junior Executive – Operations

**Trade Finance & Investment PLC, Sri Lanka | 09/2019 – 09/2020**

In my role as Junior Executive – Operations, I oversee auto loan operations. This includes preparing disbursement lists, monitoring customer aging, and checking loan applications. I coordinate with branches and handle credit-related tasks like rescheduling and cancellations.

#### Customer Relationship Officer

**Commercial Credit & Finance PLC, Sri Lanka | 11/2014 – 01/2016**

As a Customer Relationship Officer, I oversee branch customer affairs, including microcredit documentation, savings, payment processing, and loan disbursement. Additionally, I manage daily administrative tasks and conduct client visits, emphasizing microloans and SME loans.

### EDUCATIONAL

#### B.Sc. Business Administration (Special) Degree

**University of Sri Jayewardenepura, Sri Lanka | 2019**