



# NISHAN WIJESEKARA

## Contact

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☎ +971 56 245 4895

📍 Dubai

## Personal

- Date of Birth – 02 November 1989
- Visa Status – employment visa  
From 07 Mar: 2023 to 05 Mar 2025

## Languages

- English
- Sinhala

## Skills

- Excellent Customer Service
- Adaptability & Flexibility
- Interpersonal skills
- Communication
- Detail -oriented
- Decision -making & problem solving
- Work under pressure
- Team work
- Speed and accuracy

## Education Background

- The Institute of Bankers of Sri Lanka.  
Certificate in Banking & Finance.  
Completed in 2017.
- JMC School of Computers, Sri Lanka.  
Diploma in Computerized Accounting  
Completed in 2009.
- Karadeniya Central College, Sri Lanka.  
*General certificate of education  
(Advanced level) examination.-2009*
- Karadeniya Central College, Sri Lanka.  
*General certificate of education (Ordinary  
level) examination.-2005*

## About Me

Dedicated bank officer offering 12 years of financial industry success. Familiar with bank regulations, Financial best practices and effective sales strategies. Builds productive relationships to drive business success.

## Professional Experience

DAR Exchange, Dubai. | Front Line Cashier (Fore-x)  
2023-2024

Key responsibilities:

- Teller/cashier Functions and Customer service functions.
- Maintaining cash and balancing currency (Till management).
- Ensured cash balances are reconciled based on transaction.
- Handling branch administration and management.

DFCC Bank PLC, Sri Lanka. | Officer In Charge / Junior  
Executive  
2018-2022

Key responsibilities:

- Monitored branch administrations and performance of branch front office staff.
- Authorized all types of transactions, balance cash (ATM and Counter) and ensure minimum customer turn around time.
- *Checked and authorized outward and inward clearing technical return checks and adhere to cut off times related to clearing of checks.*
- *Balanced and reconciled of suspense and General Ledger Accounts daily and submission of monthly returns .*
- Compliance with bank and regulatory policies, procedures and guidelines.

DFCC Bank PLC, Sri Lanka. | Senior Banking Assistant  
2015-2018

Key responsibilities

- Teller/cashier Functions and customer service functions.
- Sent renewal notices and other time critical notices.
- Followed up customer complaint resolutions.
- Handled a large volume of incoming calls, emails and responded to a wide range of customer inquiries while providing excellent customer service.
- Cross-sold banking services and products to existing and prospective clients.

DFCC Bank PLC, Sri Lanka. | Banking Assistant  
2012-2015

Key responsibilities:

- Teller/cashier Functions and Customer service functions.
- Ensured that the mandates are accurately completed and obtaining supporting documents .
- Entered the correct details to the system for new accounts, account closures and processed transactions accurately.
- Registers updated, maintained and documents/reports filing.
- Generated reports & statements.