



THIVANKA MADHURANGA

Experienced In Finance

Available For Immediate Joining.



+971 528809537



thiva.madhu@gmail.com



Al Muraqabath Al Owaisis Building Dubai

EDUCATION

2017-2021

**Bachelor of Business
Administration(General) External
Degree**
Rajarate University of Sri Lanka.

2016

Diploma In Software Engineering
Esoft Metro Campus
In Anuradhapura(Sri Lanka)

2016

**G.C.E. Advance Level Examination
(From the Bio Science Sector)**

2011

G.C.E Ordinary Level Examination

EXPERTISE

- Multitasking Management.
- Exceptional Customer Service.
- Management Skills
- Proficient in Microsoft Word, Excel, PowerPoint, Internet & Email.
- Java System Work In Work Place.
- Communication Skills
- Team Management.
- Creative problems Solution.
- Cash Handling.
- Stoke Handling.
- Fast Learning

PROFILE

Experienced Finance professional with over Six years of expertise, having worked with prestigious institutions such as LOLC Finance PLC in Sri Lanka, work with Java System and Office Word Excel and Mail System. Known for a strong work ethic, exceptional commitment, and the ability to contribute effectively under pressure. Adept at managing Customer Service, Back Office Operation , Payment Operation and fostering positive client relationships to drive organizational success.

WORK EXPERIENCE

LOLC Finance PLC(Sri Lanka)

2017-2024

Officer-Branch Business Operations

Multi Tasking -Branch Operations / Accountant /Casher /Internal Auditing /

- IT Buddy / HR Buddy
- Work As A Training Officer.
- Handling Customer Complains & Inquiries.
- Work As Coordinator Of Team.(07 Branches)
- Coordination with Marketing Staff (Leasing, Personal Loan, Group Loan, Fixed Deposit Credit Card) For Approval and File Processing.
- System Enter (Java System) All Product Details & Handling physical files.
- Process Payment of Lending Facility.
- Create Payment Vouchers.
- Sign Legal File from Customer.
- Prepare Vehicle & Property Ownership Transfer.
- Process Payment of Lending Facility.
- Drafts and edits letters, reports, and other documents.
- Collecting KYC, AML,CFT,CDD Documents & Verification Works.
- Accounts Handling.
- Maintain Registers.
- Handling Branch Cash Operation (Cashier).
- Handling Petty Cash In Branch.
- Handling Couriers.
- Handling Inventory Stoke.
- Provides administrative support to ensure efficient office operations.

LANGUAGE

- English
- Sinhala
- Hindi

- Work as A Member Of Internal Auditing Team.
- Calling Center.
- Work as Branch IT Buddy.
- Work as Branch HR Buddy.
- Provides administrative support to ensure efficient office operations.
- Work In Computerized environment and is fully conversant package Microsoft Word and Excel.

Abans PLC(Sri Lanka)

Communication Executive.

- Enter System Bill Collection (Insurance, Electricity Bill, etc.) And Showroom Payments.
- Handel Warehouse Stock
- Work In Computerized environment and is fully conversant package Microsoft Word and Excel.
- Customer Handling At Showroom.
- Handling Branch Money and Communication Money Safe.
- Design Show Room Outfit.

ACHIEVEMENTS

- First Place/Gold winner Branch Performance Competition – Finance Year 23/24 (A Grade) 2024 at LOLC Finance PLC. "Anradhapura" Branch.

PROFESSIONAL QUALIFICATIONS

- Certificate Course on Anti-Money Laundering (AML)and Countering the Financial of Terrorisms (CFT) LOLC Finance PLC-Compliance(Sri Lanka).

I DO HERE BY CERTIFY THAT ABOVE PARTICULARS FURNISHED BY ME ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

THANK YOU
THIVANKA MADHURANGA