



**SAIBUTHAMBY MOHAMED
SIYAD**

(BANKER)

PERSONAL INFORMATION:

Nationality : Sri Lankan

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LANGUAGES

- English
- Tamil
- Sinhala

PROFESSIONAL SUMMARY

I am an experienced Banker with 16 years of service in the Islamic Banking Sector excellent banker who has served with many promotions, personal and enthusiastic professional with experience in sales and customer relations positions adept at managing high profile client accounts and establishing strong business relationship that result in overall increase in revenue and the attainment of defined corporate goals

EDUCATIONAL & PROFESSIONAL QUALIFICATION

- Bachelor of Arts Eastern University Sri Lanka
- Diploma in computer application Programme –Fusion Education (Subject: Information Technology, Skill Development, Language)
- Completed Operations of Current Account and Cheque Clearing Systems College of Banking and Finance Institute of Bankers of Sri Lanka
- Completed Exchange Control Regulations College of Banking and Finance Institute of Bankers of Sri Lanka
- Completed the Transformative leadership Programme.
- Attended the one day Seminar of Service Marketing How to Do it College of Banking and Finance Institute of Bankers of Sri Lanka

WORKING SUMMARY

1. AMANA BANK PLC SRILANKA - September 2007 - 2024

- EXECUTIVE OFFICER, Amana Bank PLC -2018-2024
- JUNIOR EXECUTIVE, Amana Bank PLC -2015-2018
- JUNIOR EXECUTIVE ASSISTANT, Amana Bank PLC -2011-2015
- BANKING ASSISTANT, Amana Bank PLC -2007-2011

2. BANK OF CEYLON SRILANKA- School Leavers from 2005-2007

Front office Teller and Cash Teller

DUTIES AND RESPONSIBILITIES

Executive Officer- Authorized Officer(2018-2024)

Key Responsibility – Cash Officer

- Identifying, analyzing, selling and supporting cash management products and Service to established business customer and targeted prospect congregated clients
- Error free execution of financial (Cash receipt and payments) and non financial transactions as per DA and standard operational practices, to ensure accurate processing/ approval & optimum level of customer satisfaction.
- Report suspicious transaction to the Branch Assistant Manager or Branch Manager and also guide junior staff to act vigilantly regarding suspicious transaction Ensure escalation to compliance team is done in timely manner
- Maintain all cash related MIS/ Cash Transactions Reporting on a timely basis as per defined policies for facilitating reporting to the regulatory bodies (CBSL) and senior management
- Ensure cash balancing is carried out in line with the policies and procedures including cash in ATM and SBCs in timely manner without any negative impact to internal processes, customer services and financial losses to the Bank
- Handling operational activities related to opening accounts entering data and maintaining the same as per the department manual
- Handling standing order transaction
- Handling ATM, CDM deposit and reconciliation

SKILL SUMMARY

- Bank Management
- Customer Service
- Personal Loan Coordination
- SME
- Cash Management
- IMAL Banking System
- Communication Skills
- Team Work
- Leadership
- Audit Support
- Microsoft Office - MS Excel, MS Word, MS Outlook
- MS PowerPoint
- Positive Thinker
- Great at Problem Solving
- Ability to work under pressure
- Organization Skills
- Document Management
- Quick Learner
- Time Management Skills

Non - Related Referees

References available upon request.

Key Responsibility – Gold Safekeeping Officer/ Pawning Officer

- Front line pawning counter operation in providing high level of service to existing and potential clients.
- Analyze/assay the gold jewelries using the equipment provided to arrive at the price/Value of the jewelry provided for safekeeping
- Maintain a healthy gold facility portfolio at the branch by communicating and promoting the product concept
- Maintain records/Registers of Gold Lodgment and redemption of the relevant Branch
- Manage and minimize the branch gold facility NPA by sending reminders to customer

JUNIOR EXECUTIVE (2015 - 2018)

Key Responsibility – Cheque Clearing Officer & Credit Assistant

- Handling inward/outward clearing cheques including the validation of the cheques and customer service
- Handling inquiries from customer, branch and other banks
- Handling returned cheques and making relevant transaction
- Other duties assigned by manager
- Gained basic knowledge on credit appraisal
- Ensured effective maintenance of insurance register
- Entering all security documents in the security lodgment register and update regularly
- Follow up on overdue recovery (LNPA, NPA)
- Learned business SME, Trade & Retail banking products
- Depth learning in Sharia & Islamic Banking
- Handling all inquires on bank's lending products
- Advice customers on different types loan & credit options that are available as well as the terms of those services
- Approval process & Answering the queries of approving

JUNIOR EXECUTIVE ASSISTANT (2011 - 2015)

Key Responsibility – Cash Teller

- Upheld strict financial controls by keeping funds secure and accurately transferring money
- Facilitate clients cash transaction as per the established routine/process
- Execute customer transaction including deposit, withdrawals money orders, remittance and cheques
- Handling foreign currency transaction
- Monitor customer behavior, prevent illegal transaction and enforce anti money laundering procedures
- Provide accurate, efficient and timely processing of over the counter transactions related to deposit

BANKING ASSISTANTS (2007 - 2011)

Key Responsibility – Front Office

- Respond to customer account inquiries
- Account opening for customer and maintaining good customer relationship
- Handling customer loyalty, providing service to customers and respective their needs

I hereby certify that particulars furnished by me, true and correct according to the best of my knowledge.

Saibuthamby Mohamed Siyad