



AMASHA SENEVIRATNE

Best of all, I would be honored to be a part of such an ambitious team and do my best for the best. I am a highly focused and dependable bank teller with excellent customer service and cash management records. I can work well independently with little to no supervision or coordination with tellers and other staff.

PERSONAL DETAILS

FULL NAME : SENEVIRATNE HERATH AMASHA UDESHANI SENEVIRATNE
DATE OF BIRTH : 2001/03/02
NATIONALITY : SRI LANKAN
PASSPORT NUMBER : N 9836385
MARITAL STATUS : SINGLE
EMAIL : amashaudeshani01@gmail.com
LOCAL ADDRESS : 198/89A, ARALIYA UYANA, MATTEGODA, SRI LANKA
CURRENT ADDRESS : AL QUOZ 4, DUBAI, UAE
PHONE : +971583038667 / +971529934082
VISA STATUS : VISIT VISA

EXPERIENCES

1. 31ST DECEMBER 2021 - 30TH DECEMBER 2024 | JUNIOR OPERATION ASSISTANT
(CITIZENS DEVELOPMENT BUSINESS FINANCE PLC | KOTTAWA, SRI LANKA)

Responsibilities and Duties

- Worked as a main teller
 - Maintained and balancing cash drawers and reconciling discrepancies.
 - Packaged cash and rolling coins are to be stored in drawers or the bank vault.
 - Served customers by completing account transactions.
 - Provided account services to customers by receiving deposits and loan payments, issuing savings withdrawals, and recording mail deposits.
 - Answered questions in person or on the telephone and referred customers to other bank services as necessary.
 - Placed fixed deposits and did FD withdrawals and renewals
 - Balanced day-end cash without any shortage or overage
 - Packaged all banking Slips at the end of the month
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EDUCATION

SCHOOL: LINDSAY GIRLS'S SCHOOL (2007-2020), COLOMBO 03, SRI LANKA

G.C.E.(ORDINARY LEVEL) 2017

Index No: 70157502

- Maths A
- English A
- Sinhala A
- History A
- Health A
- Buddhism B
- Art B
- Science B
- Commerce C

G.C.E.(ADVANCED LEVEL) 2020

Index No: 1147867

- Accounting C
- Business Studies C
- Economics C

SKILLS

- Good verbal and written English language and communication skills.
- Cash handling experience.
- Documentation skills.
- General math skills
- Effective team player as well as the ability to work independently under minimum supervision
- Customer focus first
- Good Customer Service
- punctuation

LANGUAGES

- Fluent in English (speaking, writing, reading)
- Fluent in Sinhala (speaking, writing, reading)

I do certify that the particulars given above are true and correct. Also, I hereby certify that I will abide by all the rules and conditions of your organization.

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AMASHA SENEVIRATNE

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DATE