



# AMASHA SENEVIRATNE

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 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  
RESIDENCE : 198/89A, ARALIYA UYANA, MATTEGODA, SRI LANKA  
CURRENT ADDRESS : AL QUOZ 4, DUBAI, UAE  
PHONE : +971508185839 / +971529934082  
VISA STATUS : VISIT VISA ( Expiry Date – 23/06/2025 )

## EXPERIENCES

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

#### Responsibilities and Duties

- Worked as a main teller
- Packaged cash and rolling coins will be stored in drawers or the bank vault.
- Served customers by completing account transactions, opening and closing accounts.
- Managed client bank accounts and processed deposits and withdrawals.
- Answered questions in person or on the telephone and referred customers to other bank services as necessary, and handled client queries and complaints professionally.
- Placed fixed deposits, FD withdrawals, and renewals.
- Balanced day-end cash without any shortage or excess.
- Packaged all banking Slips at the end of the month.
- Promoted the bank's products and services.

## EDUCATION

### 1. DIPLOMA IN CASH MANAGEMENT | 4<sup>TH</sup> SEPTEMBER 2021 - 21<sup>ST</sup> SEPTEMBER 2022 (LPEC CAMPUS | MAKOLA, SRI LANKA)

- Explanation of Cash Management
- Methods of Payment and Receipt
- Liquidity Channels
- Information Reporting
- International Correspondent Banking and Foreign Exchange

**2. DIPLOMA IN ACCOUNTING AND FINANCE | 8<sup>TH</sup> OCTOBER 2022 - 22<sup>ND</sup> OCTOBER 2023**  
**(LPEC CAMPUS | MAKOLA, SRI LANKA)**

- Principles of Financial Accounting
- Financial Management
- Double Entries and Debit and Credit
- Different types of Accounting and Financial Statements
- Payable Accounts and Receivable

**3. HIGH SCHOOL: LINDSAY GIRLS' SCHOOL, COLOMBO 03, SRI LANKA ( 2007-2020 )**

**G.C.E.( ORDINARY LEVEL ) 2017**

**Index No: 70157502**

- Mathematic 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

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**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
- MS Office ( Word, Excel, PowerPoint, Outlook )
- Punctuation

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**LANGUAGES**

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

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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