

# SANDALI GUNAWARDANA

Add: #277A, Al Wasl Road, Villa 06, Al Badaa, Dubai

Tel: +971551094480 | WhatsApp: +971551094480

Email: sandalidhanushi075@gmail.com



## KEY SKILLS

- Possess a positive attitude and pleasant demeanor
- Innovative problem-solving abilities
- Tendency to display endurance and capacity for a fast pace
- Possess strong work ethic and excellent interpersonal skills
- Exemplary leadership and supervisory skills
- Ability to deliver superior results under extreme pressure
- Effective conflict resolution and problem-solving skills

## COMPETENCIES

- Trade Finance Operations
- Regulatory Compliance
- Document Review & Agreement Analysis
- Project Coordination
- Audit Support
- Reporting & Record Management
- Process Improvement
- Corporate Governance
- Financial Analysis
- Compliance and Risk Management

## SUMMARY

Detail-oriented and motivated corporate governance and finance professional with hands-on experience in project evaluation, compliance, and investment analysis. Skilled in reviewing agreements, preparing project profiles, and maintaining accurate financial and audit records. Adept at supporting governance processes, ensuring statutory compliance, and contributing to effective decision-making through data-driven insights. Experienced in collaborating with cross-functional teams and maintaining up-to-date records aligned with organizational goals. Committed to operational excellence, regulatory adherence, and continuous improvement in corporate performance.

## PERSONAL STRENGTHS

- Analytical Thinking
- Adaptability to any working environment
- Accountability and Integrity
- Strong focus on accuracy, especially in reviewing documents and financial records.

## EXPERIENCE

INTERN - PROJECT MONITORING DIVISION

Nov 2024 – May 2025

**Board of Investment of Sri Lanka**

- **Analyzed and Interpreted Project Agreements** - Reviewed principal and supplementary agreements to ensure compliance, understand project conditions, and track scope changes.
- **Prepared and Maintained Project Profiles** - Compiled investment data and project details to create accurate profiles and keep records up to date with the latest agreements.
- **Conducted Financial Assessments** - Calculated initial investments, entered audit ratios, and verified financial records to support sound investment decisions.
- **Monitored Project Performance and Accuracy** - Audited system entries and compared current investments with historical data to evaluate performance and ensure documentation integrity.

# COMPUTER LITERACY

MS OFFICE

INTERNET AND EMAIL

## PERSONAL INFO

Name in full | Sandali  
Dhanushi  
Gunawardana

Date of Birth | 05 Jan 2001

Passport No | N9100330

## LANGUAGES

ENGLISH ■■■■■

SINHALA ■■■■■

## REFERENCES

### MS. SULAKKANA GAMAGE

Senior lecturer  
Department of Economics  
Faculty of Humanities & Social  
Sciences  
University of Ruhuna, Matara  
Sri Lanka  
Tel: +94 71 702 9776  
Email: sulakkana@econ.ruh.ac.lk

### MRS. H. M. K. H. HELARAWA

Deputy Manager 3-(II)  
People's Bank,  
Sri Lanka  
Tel: +94 71 803 0190

## FRONT CASHIER & RECOVERY ASSISTANT

Nov 2020 - Jan 2022

### People's Bank, Mahara, Sri Lanka

- Efficiently processed customer transactions with accuracy and professionalism, contributing to smooth front-end operations.
- Delivered excellent customer service by assisting customers with inquiries and creating a welcoming banking experience.
- Maintained 100% cash register accuracy, ensuring balanced cash drawers and minimizing discrepancies.
- Improved store presentation by organizing shelves, replenishing merchandise, and maintaining clean, well-stocked displays.
- Supported inventory management by monitoring stock levels and reporting low or missing items for timely restocking.
- Adhered to Bank policies and safety standards, helping to maintain a secure and orderly environment.
- Collaborated effectively with team members, enhancing workflow and contributing to overall bank efficiency.

## EDUCATION

- BA Honors Degree in Economics (Awaiting Final Results)** 2025  
University of Ruhuna, Matara, Sri Lanka  
**Research** - Factors influencing Cryptocurrency Market Investment in Sri Lanka
- Diploma in Information Technology with E-Commerce (DiTEC)** 2017  
Esoft Metro Campus, Kiribathgoda, Sri Lanka
- G. C. E. Advanced Level Examination** 2019  
3A passes in Economics, Logic and Scientific Method, Sinhala  
Vishaka Balika Vidyalaya, Sapugaskanda, Sri Lanka
- G. C. E. Ordinary Level Examination** 2016  
(4A passes, 3B passes & 2C passes)  
St. Sebastian's College, Enderamulla, Sri Lanka

## INTERESTS

- Financial Markets and Investments
- Technology and Innovation
- Travel & Cultural Exploration