

Contact HR Consultant for CV No: 341348

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P R O F E S S I O N A L O B J E C T I V E

Over 10 years of experience in banking sector, creative, result-oriented, well maintained professional having ample amount of knowledge in banking sector seeking an opportunity in an organization to use my skills and be able to contribute to the firm for which I am working.

A R E A S O F E X P E R T I S E

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| Banking Operations | Cashiering Duties | International Trading |
| Card Center Operations | Accounts Payable | Data Entry Skills |
| Merchant Acquiring | Selling Financial Products | Mobile POS Operations |
| Analyzing Data | Internal Auditing | Customer Service |

W O R K E X P E R I E N C E

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| Officer Card Centre – Merchant Acquiring, Debit and Travel Cards | 2013 - 2016 |
| Seylan Bank PLC - Colombo, Sri Lanka |  |

Supervising merchant acquiring operations.

Working with Euronet system solutions for merchant acquiring, card management and POS authorizations. (IMS, PWS, CMS).

Checking the merchant application accuracy.

Obtaining authorizations for merchant transactions. Ensuring merchant settlements are made on time.

Processing void POS transactions and cancelling authorizations. Preparing payments for vendors and outsource companies.

Attending customer inquiries and merchant complaints. Handling debit card and travel card operations.

Handling charge back issues and operational activities of the Interchange Settlement, Preparing revenue budgets and forecasts.

Arranging terms and conditions for SLAS and re negotiation of agreement.

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| Officer Credit Card Operations – Card Center | 2012 - 2013 |
| Seylan Bank PLC - Colombo, Sri Lanka |  |

Working with Integrated Credit Card System (ICCS) of Euronet. Checking and authorizing credit card applications.

Checking source documents with the checklist requirement and escalating to the delegated authorities.

Checking approvals, card generating and dispatching with agreed time limit. Credit card limit enhancement.

Card hot listing and status changing.

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| Internal Control Officer – Card Center Audit Department | 2010 - 2012 |
| Seylan Bank PLC - Colombo, Sri Lanka |  |

Input verifications of credit, debit and travel cards system.

User verifications of credit and debit card activation and deactivation. Checking prepaid travel card and reloads and refunds.

Checking integrated merchant system changes (IMS).

Monitoring system changes done by card center recovery staff.

Examines the accuracy and completeness of records and procedures.

Reports audit findings and recommendations to mitigate risk directly to SDGM retail banking.

Performs supervisory duties of department staff.

Maintains internal control systems by updating questionnaires; and practical recommendations on new policies and procedures.

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| Banking Assistant – Operations/ Credit / International |  |
| Seylan Bank PLC - Colombo, Sri Lanka | 2008 - 2010 |

Provide banking assistance to bank customers in handling their deposits and payments. Assist in bank administration in its operational issues.

Opening new bank accounts, assisting in services such as ATM cards and Travel cards Handling fixed deposits, currency encashment, authorizing customer standing

instructions,

Inward and Outward cheques clearing.

Answer inquiries regarding current and savings accounts.

Perform services for customers such as executing fund transfers, ordering cheque books and rewards claiming.

Renting safety lockers.

Advice customers about loans, interest rates and investment options. Verify and inspect loan documents and customer credentials

Handling incoming and outgoing Documentary Collections.

Handling Documentary Credits in terms of opening, confirming, advising of LCs.

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| Cash Teller | 2006 - 2008 |
| Seylan Bank PLC - Colombo, Sri Lanka |  |

Accept cash and cheques for deposit and check accuracy of deposit slip. Processing customer withdrawals and payments after proper verification. Assist in ordering, receiving and distributing cash to / from head office

Cash in and out from vault by updating vault registers.

Processing foreign remittances, payment such as Moneygram, Expressmoney, Western Union, SAMBA and Sey Cash.

Exchanging foreign currencies, processing credit card advances and utility bill payments. Record all transactions promptly, accurately and in compliance with bank procedures. Balance currency, cash and checks in cash drawer at end of each shift.

Act as the chief cash teller in the day/night shifts and perform duties as assigned.

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P R O F E S S I O N A L & T E C H N I C A L Q U A L I F I C A I T O N S

Diploma: Diploma in Banking & Finance (DBF)

Diploma in Credit Management (DCM)

Diploma in International Trade (DIT)

Diploma in Computer Applications

Membership: Associateship of Institute of Bankers Sri Lanka (AIB) Student of Chartered Institute of Marketing (CIM part I)

Software: ICCs, IMS systems of Euro net US, Yalamanchali system of India, Kapity. MS Office (Word, Access, Excel, and PowerPoint)

E D U C A T I O N

College: Anula College, Colombo

Advance Level 2003 - Mathematics

Physics

Chemistry

Combined Mathematics

I certify that the above particulars are true and correct to the best of my knowledge.