Curriculum Vitae of Ishari



**Ishari**

**Email:** ishari.381314@2freemail.com

**Address: Dubai, UAE**

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| **Profession** | Banking Operations Officer / HR & Administrative Executive |  |
|  |  |  |  |
| **Summary of Experience** | 5 years of experienced in banking sector & corporate business sector, |  |
|  |  |  |  |  |
| with 2 years as a Banking Operations Officer & 3 years as an |  |
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|  |  |  |
|  | Administrative Executive. |  |  |
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| **Skills** |  |  Excellent verbal & written communication skills |  |
|  |  |  Ability to plan, organize & lead activities |  |
|  |  |  A self-directed worker with superior time management skills. |  |
|  |  |  Fully discreet and confidential in all office matters. |  |
|  |  |  Comfortable with cloud integration of computer files. |  |
|  |  |  Experienced multitasker who can prioritize daily workloads. |  |
|  |  |  Savvy manager of a smooth office workflow. |  |
| **Academic & Professional** | - **Bachelor of Business Administration-Financial Special**, University of |  |
| **Qualification** |  |
|  | Peradeniya, Sri Lanka, 01 January 2010 – 10 February 2014 |  |
|  |  |  |
|  | - | **Certificate in Accounting and Business - II (CAB-II)**, Institute of Charted |  |
|  |  | Accounts of Sri Lanka, 01 August 2010 – 31 March 2011 |  |
|  | - | **Certificate in Accounting and Business - I (CAB- I),** Institute of Charted |  |
|  |  | Accounts of Sri Lanka, 01 September 2008 – 31 March 2009 |  |
|  |  |  |  |  |  |
| **Other skills** | - | Office MS |  |  |  |
|  |  |  |  |
|  | - | Quick Books |  |
|  | - MY OB |  |  |  |
|  |  |  |  |
| **Language Ability** | English | Fluent |  |
|  | Sinhala | Mother Tongue |  |
|  | Hindi | Good |  |
|  | Tamil | Good |  |
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**Professional Work Experience**

**HR & Administrative Executive**

**Xinji Lanka Traders (pvt) Ltd - Colombo 12 Sri Lanka**

**2017.09.22 - 2018.02.28 (5 Months)**

Responsibilities:

* Direct all hiring and training procedures for new employees.
* Coordinate and direct work activities for managers and employees.
* Deputising for the manager, making decisions and delegating work to others in the manager's absence.
* Being involved in decision-making processes.

**Administration Executive**

**Maam Biscuits Lanka (pvt) Ltd -Kandy Sri Lanka**

**2014.12.08 - 2017.06.22 (2 1/2 Years)**

Responsibilities:

* Coordination of Directors payments & its follow-up
* Arranging & scheduling meetings, making meeting minutes and reports, coordinating with the staff and the Board of Directors.
* Assisting day to day administrative functions of Chairman Sir and MD sir according to their requirement.
* Issuing material purchase requisitions, maintenance requisitions, Purchase orders，service orders，goods received notes & service received notes.

**Intern-ship Trainee**

**Bank of Ceylon - University Branch，University of Peradeniya，Sri Lanka**

**2013.10.01-2014.04.30 (6 Months)**

Responsibilities:

* Counter service including; Updating pass books, Payment of University staff salary, Account opening for new university students, Payment of monthly scholarship for university students, Closing accounts & Doment account activation etc.
* Accepting cheque deposits.
* Maintaining cheque deposits records.
* Handling day to day mail receiving to the bank & maintaining records.
* Promote new accounts.

**Front Officer**

**Peoples Bank - Kaduwela, Sri Lanka**

**2009.01.01 - 2009.12.31 (1 Year)**

Responsibilities:

* Welcome the customers
* Counter service including; Accounts opening, updating pass books, Accepting Cash depositing & Withdrawing, Closing accounts & Doment account activation etc.
* Provide detail of accounts to customers.
* Accepting cheque deposits.
* Maintaining cheque deposits records.
* Handling day to day mail receiving to the bank & maintaining records.
* Provide detail of accounts to current account holders.

**Management Trainee**

**Bank of Ceylon – Kaduwela, Sri Lanka**

**2008.09.01 - 2008.12.31 (4 Months)**

* Promote new savings account to the clients.
* Counter service including; Accounts opening, updating pass books, Accepting Cash deposits of school students & teachers etc.
* Accepting cheque deposits.
* Maintaining cheque deposits records.
* Handling day to day mail receiving to the bank & maintaining records.

**Extra-Curricular & Social Activities**

* Member of Debate Team in Management Faculty at University of Peradeniya in 2010/2013.
* Member of BIZTRA Society at University of Peradeniya in 2010/2013.
* Secretary of the school Commerce Society in 2007.
* Member of the school Mass Communication Unit in 2000/2007.
* Secretary of the school Sinhala Literary Association in 2006.
* Assistant secretary of the Anti-Narcotic Association in 2006.
* Secretary of the school Buddhist Society in 2005.
* Leader of the school Debate Team in 2003/2004.
* Member of the Sri Sumana Sumangala Dhamma School staff in 2004/2009.
* Member of the English Literary Association in 2002.

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| **Awards** | - School sport meet in 1998 under 11 team award champion place. |  |
|  |  |
|  | - | Sinhala & Literary competition held on Educational Department in |  |
|  |  | 2002 award participated place |  |
|  | - | English Language drama &singing competitions Western Province in |  |
|  |  | 2003 award 1st place. |  |
|  |  |  |  |  |
| **Personal Details** |  |  |  |  |
| Visa Status: | Visit Visa |  |  |
|  |  |  |  |
| Nationality: | Sri Lankan |  |  |
| Date of Birth: | 1988.05.04 |  |  |
| Gender: | Female |  |  |
| Address: | Dubai, UAE |  |  |
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I hereby certify that the above information is true & correct to the best of my knowledge.