



# KASUN KANISHKA





## LANGUAGES

 **English**  
Fluent

## SKILLS HIGHLIGHTS

- Cash handling expertise
- Strong banking Concept
- Strong mathematical skills
- Ability to work under pressure
- Cash drawer maintenance
- Customer service
- Self-sufficient
- Teamwork
- Excellent time management skills
- Critical thinking and problem solving

## CONTACT

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 kasunkanishka25@gmail.com  
 Sri Lanka  
 11-03-1997

# BANK TELLER

## SUMMARY

Maintained in-depth knowledge of bank products, services, and best practices. Provided customers with high level of service, privacy and confidentiality, and friendly, welcoming attitude. Handled all transactional services, including bank deposits, monetary withdrawals, financial transfers, and other bank transactions. Specializes in consumer banking and customer service.

## EDUCATION



### **Certificate- Technical competency examination**

Chartered insurance institute , UK

### **Diploma in English**

University of Sabaragamuwa , Sri Lanka

### **Diploma in Information Technology**

Open University , Sri Lanka

### **High school**

Sivali central college, City  
Biology/ Chemistry/ Physics/ English literature

## EXPERIENCE



**2022 - 2023**

### **Transguard company LLC UAE**

Cash custodian

**2019 - 2022**

### **Dfcc Bank PLC**

Senior Banking assistant (Teller)

- Handled cash and card payment and provided customer service by forwarding orders.
- Demonstrated exceptional cash handling/ balancing/ counting ability.
- Worked with Western Union system and Specialized in Foreign currency transactions.
- Processed transactions accurately and efficiently, balanced cash drawers and ensured consistent accuracy in all monetary transactions.
- Handled responsibility of organizing, maintaining, and updating clients' data in bank's system.
- Assisted new customers in opening accounts and completed formal procedure.
- Evaluating and providing better customer service to enhance customer satisfaction rate for the bank.
- Exceeded monthly sales goal.

● 2016 - 2019

**Hatton National Bank**

Senior Life Insurance Advisor

- Communicated with clients and explained characteristics and qualities of insurance policies.
- Suggested amount and type of coverage depending on analysis of prospect's circumstances and used persuasive sales techniques.
- Assessed the needs of clients, developed solutions to complex risk situations and offered clients appropriate risk management products.
- Contacted policyholders to explain policy and recommended and made changes in insurance program and beneficiaries.