



# K. SHEHAN RODRIGO

Dip in Credit Mgmt (SLICM)

A Skilled financial professional with a track record of over 9 years in diversified industries which combined the experience of leading companies in Sri Lanka. Proficient in Credit Management & Finance functions. Highly organized, positive and dependable person with outstanding public relation, problem solver, quick learner with sound communication skills, extremely committed and dedicated person with honesty and trustworthiness. Ability to successfully complete tasks in a fast-paced environment with conflicting deadlines and a dedication to achieving goals.

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Shehan Rodrigo

11th March, 1990

Sri Lanka

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Business Bay, U.A.E.

N8736642

## CAREER EXPERTISE

► **Richard Pieris Finance Limited, Colombo, Sri Lanka**  
**Officer - Credit**  
2018 - 2023

### Key Highlights;

- Handling the Main Cashier and follow-up on cash banking, Depositing, Cash counting, and balancing Petty cash.
- Handling Walking customers, Building and maintaining client relationships with existing clients and new prospects.
- Respond to clients attending Calls/ Emails Quarries.
- Data entry to the system.
- Payments Follow up with the clients.
- Documentation Handling and maintaining quality records of documents.
- Handling all issues related to the 15 Branch Network.
- Contact clients to gather financial data verification and documentation.
- Maintaining general office files.
- Supporting all aspects of the department and Other administrative duties as required.

► **Sarvodaya Development Finance, Colombo, Sri Lanka**  
**Junior Executive**  
2015 - 2018

## CAREER SNAPSHOT

Richard Pieris Finance Limited,  
Colombo, Sri Lanka.  
Officer - Credit | 2018 - 2023

Sarvodaya Development Finance,  
Colombo, Sri Lanka.  
Junior Executive | 2015 - 2018

Sri Ramco Roofings Lanka (Pvt)  
Ltd, Sri Lanka.  
Accounts Assistant | 2014 - 2015

## CORE SKILLS

Credit Management

Financial Analysis

Fast Learner

Time Management

Client Management

Customer satisfaction

Critical & creative thinking

Team member

► **Key Highlights;**

- Checking the Loan files and Check the accuracy of security documents.
- Recommend for the loan disburse to the finance.
- Dealing with all matters connected to bank supervision department of CBSL.
- Finalization and submission of compliance report to the Board of Directors.
- Liaising with the FIU on reporting and other matters concerning AML and FIU regulations.
- Occupying the client visit and carry out compliance branch Audit.

► **Sri Ramco Roofings Lanka (Pvt) Ltd, Sri Lanka.**

**Accounts Assistant**

2014 - 2015

**Key Highlights;**

- Handling Main cash , Pretty cash & cash register.
- Preparing & Processing Sales invoice.
- Bank reconciliations.
- Post and process journal entries.
- Book Keeping.
- Processing office expenses & payments.
- Maintain client data base & following up clients request and queries.



## PROFESSIONAL QUALIFICATIONS

- Diploma in Credit Management in Sri Lanka Institute of Credit Management (SLICM).
- Certificate in Regulatory Framework Relating to Non - Bank Financial Institution Programme, Conducted by Central Bank of Sri Lanka (CBSL).
- Certificate in Sales Starter Kit for the Financial Sector Conducted by Sri Lanka Institute of Marketing Management (SLIM).
- Certificate of IT (Ms Office).



## SECONDARY EDUCATION

- **Sri Chandrasekara College**  
G.C.E (Ordinary Level) - 2006  
G.C.E (Advanced Level) - 2009



## IT SKILLS

- Microsoft Office
- ERP System
- Scierter
- MYOB



## LANGUAGE SKILLS

- English
- Sinhala



## COMPETENCIES

- Competent in MS Office & WPS Office packages.
- Well organized and have the ability to multitask Tech-savvy.
- Managerial level reporting.
- Comprehensive Experience in Finance and Insurance Industries.
- Dedicated to work long hours when required.
- High commitment towards work/ self -motivation.
- Excellent Interpersonal skill.
- Flexible and adaptable to positive changes and progress.



## REFERENCES

- Available upon request