

Devinda

Nissanka



PERSONAL

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D.O.B: 1991/08/01

ID No: 912142027V

Passport No: N9643150

Languages

English – Medium

Sinhala - Excellent

Summary

To become an excellent professional life with fulfillment of expectation and satisfaction of stakeholders with best performing in the field of Business Information System, Business Administration, Banking and Finance.

Experience (Banking and Finance)

- **School Leaver** - Bank of Ceylon 2011 to 2012
 - Support in cash balancing,
 - Help customers manage their Accounts and Finances,
 - Advise clients on various financial services.
- **Internship Trainee**- people's bank corporate banking division 2015 to 2016
 - Foreign currency exchanging
 - Telegraphic transfer payment
 - Draft issuing
 - All tasks related to incoming and outgoing letters
 - Checking e-mails

Experience (Other)

- **Supermarket Assistant Manager** [-Sampath Super Trading Company \(PVT\) LTD](#) 16th February 2016 to 20th August 2018
 - Monitoring the Cash controlling and Cash balancing for four cashiers
 - Controlling employees, Purchasing, Stock maintain and managing an entire outlet as an Assistant manager.
- **IT Coordinator**- [Horana Plantations PLC](#) 22nd August 2018 to 7th September 2020
 - Controlling a complete System including payroll, inventory, production and accounts
 - Ledger balancing to solve computer hardware problems.
- **Development Officer** – [Ministry of Education](#) since 2nd Sep 2020 to yet
 - Assist in implementation of programs for educational development of children as a government officer, Making payments related to those programs

Education

- Bachelor of Science **Business Information System (Special)**-2017
University of Sri Jayewardenepura, Sri Lanka. (Attested by Embassy of UAE in Sri Lanka)
- Passed G.C.E. (Advanced Level) Examination of commerce section with
Economics "A" passes
Accounting "B" passes
Business studies "B" passes (Attested by Embassy of UAE in Sri Lanka)

Certifications

- I have successfully completed CAB 1, in institute of Chartered Accountant (CA).
- I have successfully completed the English course in the Cambridge English Academy.
- I have Successfully Completed the Microsoft Office Course at Londontec City Campus and completed two IT modules at the University of Sri Jayewardenepura which included a practical training session in MS Word, MS Excel, MS PowerPoint, MS Access and Internet & E-mail respectively.

Extracurricular activity

- Active member of School Scout team
- Active member of School Commerce Society
- Active member of the School Cricket team
- Being the Treasurer of the Welfare Association of Zonal Education office

Skill Highlights

- Excellent inter-relation communication with others
- Strong decision maker
- Complex problem solver
- I have good leadership ability.
- I am a responsible person.
- Excellent team player

Reference available upon request

Date:.....

Signature:.....