



# HIRAN HESHANA YALINGA

## BANKING EXECUTIVE

### PROFESSIONAL EXPERIENCE

**JUNIOR EXECUTIVE – 05/2016 - 2023**

***Citizens Development Business Finance PLC, SRI LANKA***


- Handling credit operations, Deposit Operations, Payment functions, Teller operation, Gold loan operations, Insurance operations, Customer service operation, KYC operation (Know Your Customer), CDD Process (Customer Due Diligence)
- I have more than 2 years experience in money exchange
- Worked as a Cashier more than 2 years.
- Credit file verifications- Pending documents – Signature pending's policy deviations- Application filling errors and updating to relevant parties
- I have more than 3 years experience in tele sales
- Maintaining a good audit report in every year
- Check all the documents and data are in line with Audit Procedures
- Update reports and communicating to sales department about day to day Updates
- Prepare Memorandums for high value corporate facilities for management approvals.
- Checking all the documents in standard level or proper manner for before the payment release.
- Auto Loan, Personal Loan, and Credit Card Operations handling.
- Update Day to Day Operation Volumes to Manager.
- Completed monthly 10MN (LKR) leasing target and achieving more than 10 credit cards per month.
- Completed annual auto loans, persona loans and credit cards targets.
- Completed monthly savings accounts and fixed deposits target.


### SKILLS

- Operations, Sales and Marketing oriented.
- Ability to Develops proposals related to credit transactions and Risks based on client's Financial information's viewing through documents.
- Ability to Evaluates Clients Credit Data and information and financial statement and Understand the Risk subject to Application.
- Ability to Ensure timely and accurate Productivity reports.
- Evaluations with credit history, Credit Data, Collaterals and Approvals.
- Disbursements and Follow up Mechanisms.
- Customer Handling.

### PROFILE

Experienced banking professional with a successful career and proven track record in retail banking, insurance sales, business development, administration, and customer support. Able to create beneficial relationships with loan officers, financial advisors, economists, and other professionals in the field to promote customer satisfaction, identify business opportunities, and meet company revenue goals. Proactive and personal banker with over 7 years of experience in involving the community, networking, and using customer relations to acquire and maintain a client base.

 villa 19, Al Zallalah street, Al bateen, Abu Dhabi.

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 heshanayalinga@gmail.com

Passport No- N10779145

Nationality - Sri Lankan

### LANGUAGES

**Sinhala:** First Language

**Sinhala:** Proficient

**English:** Advanced

## Education and Training

Sri Lanka Institute of Credit Management, 2022  
**Diploma in Credit Management**  
**Following Advanced Diploma in Credit Management**

Youth Pollgolla, Sri Lanka, 2011  
**Certificate In Information Technology**

SIPWAY English Academy, Sri Lanka, 2022  
**Diploma in English**

Sri Chandananda Buddhist College, Kandy, Sri Lanka 2015  
**G.C.E ADVANCED LEVEL CERTIFICATE**

Biology - C  
Physics - S  
Chemistry - S

*Sri Chandananda Buddhist College, Kandy, Sri Lanka 2011*  
**G.C.E. ORDINARY LEVEL CERTIFICATE**  
06 Grade A Passes AND 02 Grade B Passes

## References

1. Ms. D.D.T.A. De Alwis.  
Senior Deputy Manager.  
Citizens Development Business Finance PLC, Kandy  
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2. Mr. Tharindu Ranasinghe  
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## Declaration of the Applicant

I respectfully declare that the particulars furnished by me in this application are true & correct to the best of my knowledge, I agree to bear the loss which may occur due to incomplete and/or incorrect completion of any part of this application. Further, I state that, all sections of this application completed are true and correct to the best of my knowledge.

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Date

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Signature