

K.Primal Perera

MONEY EXCHANGE

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Objective

Detail-oriented finance professional with extensive experience in cash handling, currency exchange, and financial transactions. Skilled in managing high-value exchanges, ensuring compliance with regulatory standards, and providing exceptional service. Adept at balancing cash, monitoring forex markets, and optimizing exchange processes for accuracy and efficiency.

Personal

Date of Birth – 16 November 1993

Nationality – Sri Lankan

Marital Status – Single

Experiences

ATM Operator

2023 May – Present

Dubai, UAE |Transgurd Group of Company

- Regularly replenishing cash in ATMs and ensuring the machines are operational at all times. This also includes addressing any technical issues that arise.
- Collecting and delivering cash to ATMs, ensuring accuracy and security during the transportation and counting process.
- Monitoring ATM systems to ensure they are running efficiently, troubleshooting issues like cash jams or software errors.
- Assisting with customer issues related to ATM transactions, such as failed withdrawals or technical problems.

Officer Cash Operation

Jan 2021 - Apr 2023

LOLC Finance PLC, Sri Lanka

- Reported daily branch operations to the area manager and maintained staff rosters as per instructions.
- Analyzed competitor activities and adjusted practices to stay competitive.
- Handled remittances, withdrawals, and credit card advances efficiently.
- Monitored international forex sites and managed currency buying and selling.
- Ensured compliance with financial regulations, including AML and KYC requirements, and prepared financial reports for management and audits.
- Balanced cash drawers and ensured accurate cash handling.
- Cross-sold bank products and provided excellent customer service.
- Provided staff training on cash handling procedures.

Bank Associate

Sep 2019 - Dec 2020

National Development Bank, Sri Lanka

- Managed branch operations, including account openings and verifications.
- Achieved sales targets for credit cards, deposits, and promotions.
- Prepared Credit Proposal Reports and handled loan disbursements.
- Provided customer service and cross-sold banking products.
- Utilized Oracle systems for efficient loan management and operations.

- Balanced cash transactions and maintained financial records.
- Prepared accurate account statements for daily operations.
- Managed cashier duties and ensured accurate cash handling.
- Maintained up-to-date financial records and reconciled accounts.

Public Relation Officer
Durdans Hospital PLC, Sri Lanka

Jan 2017 - Apr 2018

- Managed customer inquiries and provided solutions efficiently.
- Handled and balanced cash transactions accurately.
- Coordinated with customers to resolve service-related issues.
- Maintained clear communication between hospital departments and patients.

Professional Qualifications

Bachelor of Business Administration Management

ANC Education | American National College - Colombo 3, Sri Lanka
2014 - 2017

Certificate Course in Modelling

IDM Campus, Sri Lanka
2022

Education

GCE Ordinary Level Examination

Department of Education Sri Lanka
Primary Certificate
2009

GCE Advanced Level Examination

Department of Education Sri Lanka
Secondary Certificate
2012

Skills

- Forex Management
- Compliance Adherence
- Cash handling accuracy
- Transaction Accuracy
- Customer Service
- Regulatory Compliance (AML, KYC)
- Financial Reporting
- Staff Training

Reference

Chaminda Perera Senior Manager

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