



SAHANI GAMAGE

Date of birth: 06/07/1995

Nationality: Sri Lankan

Gender: Female

CONTACT

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ABOUT ME

I'm a motivated and skilled personal with a great passion for professional work. I am a degree holder who graduated from Victoria University Melbourne Australia in the sector of banking & finance & financial risk management. I have one-year experience as an Admin assistant at Shahila Fathima project Management LLC Dubai (UAE) and two years' experience as a finance assistant at united tractor and equipment (UTE) and six months experience as an admin officer at HSBC Bank. It'll be a great chance for my academic & Professional career to work in this world reputed company. As a hardworking, Punctual & well managed person my ambition is to work hard & extend my knowledge. If you could offer me a job opportunity, it'll be an once lifetime opportunity for me.

WORK EXPERIENCE

04/09/2022 – 30/10/2023 Dubai, United Arab Emirates

Admin Assistant Shahila fathima project management

One-year experience as administrative assistant at Shahila Fathima project management L.L.C.

- Manage incoming calls, redirecting them appropriately and taking accurate messages when necessary.
- Maintain a tidy and organized reception area.
- Handle incoming and outgoing mail and deliveries.
- Assist in general administrative tasks such as data entry, filing, and document management.
- Coordinate and schedule appointments and meetings.
- Provide administrative support to various departments as needed.
- Assist in organizing company events and meetings.
- Manage office supplies and place orders when necessary.
- Collaborate with team members to ensure efficient operation.

02/11/2021 – 24/07/2022 Colombo, Sri Lanka

Administrative and customer relationship officer Hong kong and Shanghai Banking Co. Ltd (HSBC)

Six months experience as an admin & customer service representative officer at Hongkong and Shanghai Banking Co. Ltd (HSBC) Sri Lanka.

- Customer handling, administration and Bank reconciliations.
- Dealing with queries on the phone and by email.
- Prepare communications, such as contract, emails, invoices, reports, and other correspondence.
- Scheduling appointments.
- Assisting colleagues with administrative tasks.
- Data entry, record-keeping, and document management.
- Scheduling and coordinating meetings, appointments, clients and follow ups.

06/01/2015 – 31/01/2017 Colombo, Sri Lanka

Finance Assistant United Tractor & Equipment (Private) Limited (UTE) CAT

Two years' experience as a Financial Assistance at United Tractor & Equipment (Private) Limited (UTE) CAT.

- Customer handling, Debt collecting, Bank reconciliations, payments handling, Data entry & business administration.
- Monitor costs and expenses to assist in budget preparation. mails, invoices, reports, and other correspondence.
- Assisting colleagues with administrative tasks.
- Dealing with queries on the phone and by email.
- Enter financial data into accounting software and databases with precision and attention to detail.
- Support in processing vendor invoices, preparing customer invoices, and tracking payments.
- Stay up to date with financial regulations.
- Scheduling and coordinating meetings, appointments, clients and follow ups.
- Control and arrange for business cards, corporate letterheads, envelopes etc

EDUCATION AND TRAINING

03/08/2017 – 06/01/2022 COLOMBO, Sri Lanka

● **Bachelor in Banking & Finance and Financial Risk management** University of Victoria, Melbourne, Australia

Website www.nsbm.ac.lk

04/02/2016 – 26/09/2016 COLOMBO, Sri Lanka

● **Diploma in Information Technology** E – soft Metro Campus

Website esoft.lk

02/08/2015 – 26/09/2015 COLOMBO, Sri Lanka

● **Diploma in English** National Institute of Business Management

Website www.nibm.lk

04/02/2012 – 28/08/2014 COLOMBO, Sri Lanka

● **High school - Biology Stream** Gothami Balika School

Website gothamibalika.lk

DIGITAL SKILLS

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | SAPP | ERP reporting system | data processing and analysis software: imagej (advanced) | Hardworking and Effective | Demonstrated leadership skills and a team player. | Professional QuickBooks Accounting software