



# Welivita Kankanamage Nishadi Kaushalya

☎ 0527246462

✉ nishadikau92@gmail.com

🇱🇰 Sri Lankan

♀ Female

## Profile

Skilled professional with over four years of experience in cashiering service

## Professional Experience

02 years 03 months

### Executive Cash Operation

#### LOLC Finance PLC

- Provides account services to customers by receiving deposits and loan payments, cashing checks, and issuing savings withdrawals.
- Answers questions in person or on the telephone and refers customers to other financial services as necessary.
- Records transactions by logging cashier's checks, and other special services; prepares transaction reports.
- Cross-sells bank products by answering inquiries, informing customers of new services and product promotions, ascertaining customers' needs, and directing customers to a branch representative.
- Reconciles cash drawer by proving cash transactions, counting, and packaging currency and coins.
- Maintains supply of cash and currency and turns in excess cash and mutilated currency to head accountant.
- Complies with bank operations and security procedures by participating in all dual-control functions, maintaining customer traffic surveys, auditing other tellers' currency, and assisting in the certification of proof.

02 years 08 months,  
Sri Lanka

### Cashier

#### Mercantile Investments & Finance PLC

- Serves customers by completing account transactions.
- Provides account services to customers by receiving deposits and loan payments and cashing checks
- Answers questions in person or on the telephone and refers customers to other bank services as necessary.
- Records transactions by logging cashier's checks, and other special services; prepares currency transaction reports.
- Reconciles loan coupons and other transactions.
- Complies with bank operations and security procedures by participating in all dual-control functions, maintaining customer traffic surveys, auditing other tellers' currency, and assisting in the certification of proof.

06 Months, Sri Lanka

### **Data Entry Operator**

#### **Sampath IT Solutions Limited**

- Prepares, compiles, and sorts documents for data entry.
- Verifies and logs receipt of data
- Transfers information from paper formats into computer files using keyboards, data recorders, or optical scanners.
- Performs high-volume data entry using word processing, spreadsheets
- Reviews data for errors, missing pages, or missing information and resolves any discrepancies.
- Maintains a filing system and protects confidential customer information.
- Responds to requests to retrieve data from the database or electronic filing system.
- Uses basic office equipment (photocopy machine, facsimile machine, etc.)

## **Education**

Sri Lanka

**G.C.E. Advanced Level Examination 2011**  
**Dharmasena Atigala Girls College**

Sri Lanka

**G.C.E. Ordinary Level Examination 2008**  
**Dharmasena Atigala Girls College**

## **Courses**

1 year, Sri Lanka

**Diploma course**  
**IDM Nations Campus**

1 year, Sri Lanka

**Diploma certificate**  
**SATHARA National Pre School Teacher Training Innstitute**

06 Months, Sri Lanka

**The youth school Diploma certificate**  
**Mohan lal grero foundation**

06 months, Sri Lanka

**Certificate**  
**Kothalawala institution of higher education**

## **Skills**

**Strong mathematical skills** | **Receiving and processing banking transactions** | **Attention to detail**

**Knowledge of proper cash handling procedures**

**Ledger balancing, Balance allocation and Cash drawer maintenance** | **Petty cash management**

**Knowledge of financial principles and practices**

**Technical skills** (Proficient with Microsoft Office—Word, Excel, PowerPoint, Outlook Data entry skills)

## **Languages**

Sinhalese



English

