

## RESUME

# Adheesha Kusal Herath



## PROFELE

### Name

Adheesha Kusal Herath

### Date of Birth

22<sup>nd</sup> May 1994

### Address

"Nimalsiri",  
Maha  
Kekirawa,  
Kekirawa.

### Postal Address

71/1A,  
Temple road,  
kottawa, Pannipitiya.

### Sivil States

Married

### Phone

+94(0)712 572 657

+94(0)766 420 701

### Email

[adhiadheesha123@gmail.com](mailto:adhiadheesha123@gmail.com)

## PROFESSIONAL PROFILE

I'm highly motivated and responsible individual with good interpersonal and communication skills. Also, I'm able to work under pressure and achieve goals and targets. And contribute my maximum capacity for the betterment of the organization with my highest potential and continue to accumulate new knowledge while developing my career in a Challenging environment.

## JOB EXPERIENCES

I worked as a trainee Personal Clerk in Sigiriya Village Hotel 5 months (HR Dept.)

I worked as a school leaver in BOC (Bank of Ceylon) of Tirappane Branch (06 months)

Presently holds a position as a Banking Officer in Union Bank of Colombo PLC since 16<sup>th</sup> November 2015 (Pettah Branch)

## SKILLS

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- Excellent communication and Interpersonal
- Skills Good listener & Quick learner.
- Adaptable and Flexible to New environment.
- Leadership, team building, partnership building and presentation Skills.
- Capable of working with MS Office 93/2007/2010/2013
- Has fair knowledge about Internet and E-mail.
- Computer assembling & troubleshooting
- Cash officer (Handling & Supervising Cash Operations)
- Customer Service officer (Authorizing Work Flow Tasks, Account Opening etc.)
- Credit Officer ( Loan recoveries, Cash back loan granting etc.)

## PROFESSIONAL QUALIFICATIONS

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- I have completed Computer diploma in ESOF (DITEC)
- I have completed English diploma in BRIAMER INTERNATIONAL ENGLISH INSTITUTE
- I have completed Dubbing Course at LTRA. (Lanka Television and Radio Academy)
- Currently following Professional Qualification in Human Resource Management (IPM)

## EDUCATION

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### General Certificate of Examination (Advanced Level) 2014

Index Number - 2801612

Subject	Grade
Accounting	S
Business Studies	S
Economics	S
General English	S

### General Certificate of Examination (Ordinary Level) - 2010

Index Number – 62981234

Subject	Grade
Buddhism	B
Sinhala	B
History	C
Science	C
Health	B
English	A
Mathematics	B
Drama	A
Commerce	C

## EXTRA - CURRICULAR ACTIVITIES

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- Participated in inter school English Camp.
- Senior prefect of the school prefect board.
- Monitor of the school in Grade 12 & 13.
- I worked as a school coordinator of Seylan Bank in our school.
- Participated in inter school Chess Training.
- Currently, I am working as an actor in Teledramas & films in part time basis.
- Currently, I am working as a voice actor in Cartoons & Foreign Teledramas in part time basis.

## NON - RELATED REFEREES

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Mr. Lucien Wilegoda,

Manager - OMS Branch

Union Bank of Colombo PLC, No: 343,  
Old Moor Street, Colombo 12.

T.P. No - 0112399994

Mob - 077-3308102

Email - [lucienc@unionb.com](mailto:lucienc@unionb.com)

Dr. Anil Samaranayaka,

Director - International Health (Ministry of Health Sri Lanka)

Ministry of Health, 385,

Ven. Baddegama Wimalawansa Thero Mawatha,  
Colombo 10.

T.P. No - 011-2694033 / 011-2675011 / 011-2675449

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I hereby declare that the above mentioned information is true up to my knowledge and i bear the responsibility for the correctness of the above mentioned particular

Adheesha Kusal Herath