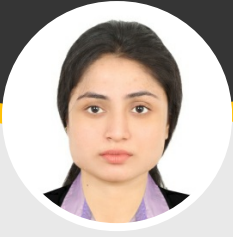


# POLWATTA GALLAGE VOSHINI KALKPANA



## Personal

- Address**  
Villa 72 A, Yardeela Street, Umm Suqiem 2  
00000 Dubai
- Phone number**  
+971582141602 / +971563137536
- Email**  
voshinikalpana5@gmail.com
- Date of birth**  
19-05-1996
- Place of birth**  
Ampara
- Gender**  
Female
- Nationality**  
Sri Lanka
- Marital status**  
Married
- LinkedIn**  
Voshini Kalpana

## Interests

- Dancing
- Football

## Languages

- Sinhala ● ● ● ● ●
- Tamil ● ● ● ● ●
- English ● ● ● ● ●

“Motivated and friendly cashier to gold loan incharge with 07 years of retail experience, seeking a position in a fast-paced store where I can provide excellent customer service and support smooth daily operations.”

## Work experience

- DATA ENTRY OPERATOR** 2016  
AUDITORS GENARAL DEPARTMENT AMPARA SRI LANKA, Ampara
  - Appraising gold quality and authenticity, calculating loan values, and managing client documentation.
- GOLD LOAN OFFICER** 2017 - 2018  
CITIZENS DEVELOPMENT BUSINESS FINANCE PIC, Ampara
  - Appraising gold quality and authenticity, calculating loan values, and managing client documentation.
- GOLD LOAN OFFICER** 2019 - 2020  
ORIENT FINANCE PIC, Ampara
  - Empathy, communication, and customer service skills can establish trust, making people more likely to become longterm clients.
- GOLD LOAN OFFICER** 2020 - 2023  
People's Leasing And Finance PLC, Colombo
  - Passionate about learning, helping others receive financial guidance and getting results. Experienced loan officer professional seeking a full-time role as a loan officer with your private bank. Skilled in customer service, technology, financial writing and creating great customer experiences.
- GOLD LOAN EXECUTIVE CUM CASHIER** 2023 - 2024  
Asia Asset Finance PLC, Homagama
  - Handled day-to-day gold loan operations including loan processing, customer verification, and gold valuation.
  - Managed cashier responsibilities such as accepting repayments, disbursing loan amounts, and balancing daily cash registers.
  - Ensured compliance with financial regulations and company policies during all gold loan transactions.
  - Provided excellent customer service and support, resolving queries and maintaining client relationships.

## Education and Qualifications

- Upper Secondary Education (GCE)** 2002 - 2015  
AM/ BANDARANAYAKE NATIONAL GIRLS SCHOOL., Ampara
  - 1.GCE ORDINARY LEVEL • 2012• AM/BANDARANAYAKE NATIONAL GIRLS SCHOOL. (INDEX NO: 2446577 / 44896913)
    - Mathematics A
    - Buddhism. A
    - Health & Physical Edu. A
    - Tamil. A
    - Sinhala. B
    - Interpreter ship Edu. B
    - Music. B
    - History. S
    - Science. S
    - English. S
  - 2.GCE ADVANCE LEVEL • 2015 • AM/BANDARANAYAKE NATIONAL GIRLS SCHOOL.
    - Economics S

- Business S
- Accounting S
- G.I.T. C

---

## Courses

### Association of Accounting Technicians Diploma

2015 - 2016

Ampara

- “Completed a 6-month Certificate Course in Information Technology at the Youth Center, Ampara, and was awarded NVQ Level 2.”

### Spoken English

2015 - 2016

Ampara

- E-Soft, Sri Lanka, Completed a 6-month course in Spoken English

### Introduction to MS Excel

Sep 2015 - Jul 2016

Ampara

- E-Soft, Sri Lanka, Completed a 6-month course in Introduction to MS Excel

### Certificate Course in Television and Radio Programme Presenting - SINHALA

2023 - 2024

Colombo

About this course

This well-structured, academic and career oriented course is especially designed to provide an entry-level qualification for those seeking a career platform in the field of Television and Radio Programme Presenting. All the sessions of this course are conducted by well-experienced media personalities and the practical lessons are held at Stein Studios, News1st and at the MTV / MBC Depanama Broadcasting Station.

1. **An Introduction to Electronic Media - Role of a TV / Radio Presenter**
2. **Presenting on Television (Live, Recorded Programmes & News)**
3. **Presenting on Radio (Live, Recorded Programmes & News)**
4. **Dubbing and Voicing**

---

## References

Isuru Dilanka

+971563137536

isurudilanka05@gmail.com

Jumeirah international  
LLC

---

## Skills

Microsoft Office Excel



Microsoft Office Word

