



ASANGA MINOD

OPERATIONS ASSISTANT

OBJECTIVE

I am a self-motivated goal achiever with total experience of more than 5 years in banking sector including Financial management, sales, cashiering, branch operations, MIS handling and recoveries (credit card, loan, leasing). Also, despite being any challenging environment, I work to accomplish goals using various skills with maximum potential.

EXPERIENCE

OPERATIONS CUM DATA ENTRY ASSISTANT

JBC Express Freight L.L.C. – Dubai, UAE

Dec 2023 to Date

- Perform various data entry tasks with speed and accuracy, ensuring timely completion of assigned projects.
- Assist with general office duties such as answering phone calls, responding to emails, and organizing files.
- Prepare and update spreadsheets, reports, and presentations as required.

RELATIONSHIP OFFICER – RAK PROCESS

MYCON Marketing Management LLC – Dubai, UAE

Sep 2022 to Nov 2023

- Identify potential customers through databases, cold calling, follow up leads and telephone/personal contacts etc.
- To sell Personal finance products to the specified target customers/segments and meet monthly sales targets.
- To contact potential customers and convince them about the bank's product offerings.

BANKING ASSISTANT

Nations Trust Bank PLC – Colombo, Sri Lanka

Year 2022

- Engaged in all cash activities; cash loading and unloading to ATMs and CRMs. Cross-selling banking products and customer service.
- Responding to customer inquiries.

LEASING RECOVERY ASSISTANT

Nations Trust Bank PLC – Colombo, Sri Lanka

Year 2018 to Year 2021

- Handling all the NPL (Non Performing Level) customers.
- Recovering credit cards, consumer and housing loans.
- Following customers through an own MIS.
- Negotiating problems and solving them by giving financial advices.

EDUCATION

HND IN NETWORK ENGINEERING

ESOFT Metro Campus – Colombo, Sri Lanka

CONTACT

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EDUCATION

GCE A/L EXAMINATION
2017

GCE O/L EXAMINATION
2015