

K.K.R Menoshi

Fernando

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ABOUT ME

I am K.K.R Menoshi Fernando from Sri Lanka, a dedicated and hardworking individual actively seeking job opportunities to build my career and contribute to a successful team. I am eager to learn, adapt quickly to new environments, and always give my best in any task I take on. With a strong work ethic and positive attitude, I am ready to take on new challenges and grow professionally.

PERSONAL DETAILS

Date of Birth	-	04 th November 2004
Gender	-	Female
Marital Status	-	Single
Nationality	-	Sri Lankan
Passport Nr.	-	N11056828
Visa Status	-	Visit Visa

LANGUAGES

English
Hindi
Sinhala

EDUCATION

Passed G.C.E. O/L Examination
5A,3B,1C
Passed G.C.E. A/L Examination
Commerce stream
1A,2B

- Completed six months General English course at E-soft Metro Campus
- Completed six months Information and Communication Technology course at E-soft Metro Campus
- Completed Barista course at Colombo Bartender & Barista School

Expertise Skill

Creativity | Team Work | Excellent
Communication Skills | Multi tasking | High
level of Accuracy | Staff Support | Microsoft
Office PKG | Customer Referrals



WORKING EXPERIENCE

Gold Loan Officer / Accounts Assistant

Dilshan Trust Investment (PVT) LTD –
Mahawewa Head Office, Sri Lanka

Year – June 2024 – April 2025

Responsibilities:

- Evaluated and approved gold loan applications following company policies and procedures.
- Handled customer transactions and provided excellent customer service.
- Maintained accurate records of loans, repayments, and customer details.
- Assisted in daily accounting tasks including cash handling, data entry, and balance sheet preparation.
- Prepared and maintained financial reports and documentation.
- Ensured compliance with company and financial regulations.
- Supported the head office in managing accounts and administrative work.

Key Skills Gained:

- Financial documentation and accounting
- Customer service and communication
- Attention to detail and data accuracy
- Time management and teamwork
- Trust handling and confidentiality