

# HEAWEERAGE JANITH HIMASHAN

## SRIMANTHA LUSENA



### DETAILS



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10<sup>th</sup> Day Of May 1996

### CAREER OBJECTIVES

I view Myself as a Mature, Motivated and Self-Disciplined Person, Eager to Learn the Unknown and to Apply my Knowledge and Skills to Each and Every think I do. I would like to Develop Myself in a Professional Environment, So That I can Apply My Knowledge for My Employer, Keep Updating Myself with the Current and Future Trends as the Business.

### EXPERIENCE

- ✚ Magana Seating Company - Junior Administrative Officer - Serbia (2022 November –2024 February)
  - **Coordination with Clients & Departments,** [*Candidate Support via Emails, Phone Call and etc.....*]
  - **Participating projects meeting,** [*TO discuss the New projects, Targets ,Week & Plus Points*]
  - **Support to Keep & Maintain the 5s,**
  - **Report to the daily activities to the Project Manager** [*Shift target / Implementations / Balance & Stock of materials*]
  - **Maintain Customer Relations and Satisfaction ,** [*Get the Client's feed back via company portal (Quality ,Time, Reworks)*]
- ✚ Commercial Leasing & Finance PLC [Amalgamated with LOLC] - Officer Operations (2020 December – 2022 December)
  - **Security file Data Entering,** [*Personal Information of the Client / Income details / Insurance / Asset details/RMV chargers*]
  - **Security file Verification,** [*NIC, Billing Proof Verification /Supporting Documents verification (Marriage/Birth Certificates)/ Initiate & Activation*]
  - **Coordinate with Head office for payments,** [*Pending's follow up /RMV confirmation / Insurance confirmation / Ensures the cheque or SLIP payment*]

➤ **Savings & Deposit Handling & Stock Maintaining.**

*[Get the Depositor's signature in related documents / Income / Occupation verification for KYC , Beneficiary & AML Letters /Deposit rates given to the Customer /FD certificates hand over to the client in timely manner/ FD certificates & Savings Pass book Stock Register Maintain & follow up]*

✚ Fintrex Finance LTD - Executive Operation (2016 June – 2020 December)

➤ **Security file Data Entering,**

*[Personal Information of the Client / Income details Asset details]*

➤ **Security file Verification,**

*[NIC, Billing Proof Verification /Supporting Documents verification (Marriage/Birth Certificates)/Valuation ]*

➤ **Insurance details entering,**

*[Insurance renewal Follow up/ Entering the New Insurance details/Insurance Card issue to client / Cancellation follow up]*

➤ **Coordinate with head office for payments,**

*[Pending's follow up / Insurance & Vendor payment Follow up]*

## EDUCATION & OTHER CERTIFICATES

- Advance Level (Commerce Stream) - 2015
- Completed Computer Course at TEC.
- Completed Diploma in Business Management in ESOF Metro Campus
- Following Python and other IT related languages through Online (Telegram) Conducted by Hela Devs community in Sweden

## EXTRACURRICULAR ACTIVITIES

- Junior Prefect at the School (2010-2012)
- Senior Prefect at the School (2013-2014)
- National Cadet Corp of Oriental Band (2011-2015)
- Member of Negombo Swimming & Life Saving Association (2011)

## SKILLS

- I was always a good team player in any work as well as I have ability to communicate well with others and I ability to work under challenging.
- I am always ready to do any type of dedication & hard work to achieve the objectives. Through the innovations made creative & efficient products
- Excellent Interpersonal, Quick Learning, Creative Problem Solver, Adaptability, Microsoft Office – Excel, PowerPoint, Word

## REFERENCES

❖ *Reference will be given upon request*