

KUMARAGE PAMUDITHA NAWODANI

Management Assistant



✉ pamudithanawodani1999@gmail.com

☎ 0563125510

📍 7 43rd St(Saad Bin Abi Waqas St) - Bu Shaghara - Sharjah

📅 11/12/2001

🚩 Sri Lankan

📠 N10558878

♀ Female

🌐 [linkedin.com/in/pamudhitha-nawodani-532115273](https://www.linkedin.com/in/pamudhitha-nawodani-532115273)

SKILLS

Customer Service

Doing excellent and Attractive

Leadership

Good communication & Excellent decision Making

Computer Knowledge

MS Word, Power point, Excel etc

Investment Strategies

Bank Operations

HR Policies & Procedures



EXTRA CURRICULAR ACTIVITIES

Prefect Dhamma School

2017 – 2018

Active steward

President Girls School

2016 – 2017

Member of the school media unit

President Girls School

PROFILE

A determined self-motivated, self-confident, and result-oriented individual who is ready to take up any challenge. I strongly believe in my capacity to work and learn. I have an aptitude for teamwork and achieving set goals while motivating others as well. I am passionate about identifying growth opportunities and building strong client relationships to make very good communication. I like to apply my knowledge to increase my performance.

PROFESSIONAL EXPERIENCE

Customer Service Assistant

Brastel Remittance & 050 App

01/2021 – 03/2022

- Provided customer service support for Brastel Remittance and the 050 App.
- Assisted customers in processing international money transfers from Japan to other countries.
- Handled customer inquiries and resolved issues quickly and professionally.
- Maintained accurate records of transactions and customer interactions.
- Developed strong communication and problem-solving skills in a multicultural work environment.

Management Assistant

Sanasa Bank Corporate Limited

04/2022 – 02/2025 | Nawala, Sri Lanka

Primary Responsibilities and Roles

- Served diligently as a **Bank Teller**, ensuring smooth financial transactions and exceptional customer service to patrons.
- Took on significant duties in the **Accounting department**, adeptly managing financial records and reports to support fiscal accuracy and transparency.
- Acted as an **HR Assistant**, where I was instrumental in managing employee records, facilitating recruitment processes, and contributing to a positive work environment.
- Embraced the role of **Pawning Officer**, expertly appraising items, providing loans to customers, and ensuring valuable goods were securely maintained.

EDUCATION

BSC (Hons) Business Management

Canturbury Christ Church University

2024 | United Kingdom

Graduate

End of the degree program 2024 November

Higher National Diploma in Business Management Person BTECH Level 05

Saegis Campus

03/2022 – 12/2023 | Nugegoda, Sri Lanka

G.C.E Advanced Level

President Girls School

2020 | Nawala, Sri Lanka

A1 | B1 | C1

G.C.E Ordinary Level

President Girls School

2017 | Nawala, Sri Lanka

A3 | B5 | C1

LANGUAGES

English



Sinhala



I CERTIFY THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THIS CURRICULUM VITAE CORRECTLY DESCRIBE MY QUALIFICATION AND MY EXPERIENCE.