

Working Experience

Nipuni Shehara Fernando



Contact

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Personal Details

Name in Full:

Warnakulasuriya Nipuni Shehara
Fernando

Nationality:

Sri Lankan

Date of Birth:

30.08.1998

Marital Status:

Married

Visa Status:

Visit Visa

Intern – 19th Sep 2018 to 18th March 2020

Completed an Internship Programme at Seylan Bank Kochchikade Branch, Sri Lanka.

- ✓ **Opening of Accounts.**
- ✓ **Attending to customer issues and providing timely solutions.**
- ✓ **Scanning documents.**
- ✓ **Updating Passbooks as per customer request.**
- ✓ **Issuing of ATM cards, Passbooks and Tikiri Gifts.**

Intern – 1st April 2020 to 30th Oct 2020

Sampath Bank PLC Negombo Branch, Sri Lanka.

Junior Associate-Cash Office – 15th March 2021 to 30th April 2024

Assetline Finance Limited Negombo Branch, Sri Lanka.

- ✓ **Cash handling**
- ✓ **CR handling & issue**
- ✓ **Insurance card issue**
- ✓ **Stationary handling**

Education

GCE Ordinary Level-2014

St. Joseph's College, Negombo.

GCE Advanced Level-2017 Newstead Girl's College, Negombo.

Accounting -B Economics -C Business Studies -B

Certifications

- Successfully Completed IABF level at IBSL course.
- AAT Sri Lanka-July 2015 Level 1 (AA1) -(Accounting Assistant) : Pass 1B & 3C's
- Completed Computer course at Zonal Computer Resources Centre Negombo.
- Completed Foundation level two of the Diploma in English at BCI Campus Negombo.

Skill Highlights

- Capable of working independently
- Capable of work effectively under pressure
- Punctual and prompt in work habits
- Ability to speak in English

Declaration

I hereby attest that the above details furnished by me are true and correct to best of my knowledge.

Nipuni Shehara