

RAVINDU



DETAILS

Name: A. Ravindu Madushan Silva

Nationality: Sri Lankan

Languages Known: English / Sinhala

Date of birth: 29/04/1999

Age: 24

Visa Status: Visit visa

Passport No: **N10578222**

Mobile: 0508716788

E-Mail: armsilva29499@gmail.com

KEY SKILLS

- Data Entry.
- Positive attitude, energetic approach and self-motivated.
- Teamwork
- Listening.
- Accounting.
- Customer Service.
- Organization and planning.
- Handling pressure and tolerating stress.
- Communication.
- Financial statements
- Payroll
- MS Excel
- Invoices
- Critical thinking
- Organization
- Multitasking
- Ability to work in a fast-paced environment.
- Time management
- Active learning
- Analytical skills

RAVINDU MADUSHAN SILVA

PROFILE

Versatile Executive cash operations with 7+ years of experience in financial administration. Skilled in data processing and documentation analysis. Proficient in aspects of accounting, including accounts payable and receivable and ability to handle high volume operations with consistency, accuracy and full compliance with regulatory requirements

EDUCATION

- 2005 - 2020 Studied in Sri Sumangala College Panadura, Sri Lanka
- 2015 - Ordinary Level
- 2020 - A/L in Commerce Stream – Accounts, Business Studies, Economics

EXPERIENCES

LOLC FINANCE PLC

2021 November – 2023 November

Executive Cash Operations

Nature of duties

- Accepting cash/ cheque payments from clients and placing same under correct entities.
- Attending to Group Loan disbursements and savings withdrawals.
- Daily reconciliation and banking of cash and cheques.
- Maintenance of all floats and timely reimbursements.
- Keeping proper records in cash registers and provide required details to Corporate Finance Team as and when required.

Game Technologies (Pvt) Ltd

2016 August – 2021 November

Cashier & Marketing Assistant

Nature of duties

- Managing transactions with customers using cash registers.
- Processed company documentation, such as invoices and payment checks.
- Scanning goods and ensuring pricing is accurate.
- Collecting payments whether in cash or credit.
- Issue receipts, refunds, change or tickets.
- Cross-sell products and introduce new ones.
- Resolve customer complaints, guide them, and provide relevant information.
- Greet customers when entering or leaving the store.
- Maintain clean and tidy checkout areas.
- Track transactions on balance sheets and report any discrepancies.
- Undertaking daily administrative tasks to ensure the functionality and coordination of the departments activities.
- Supporting marketing executives in organizing various projects.
- Conducting market research and analyzing consumer rating reports/ questionnaires.
- Update spreadsheets, databases, and inventories with statistical, financial, and non-financial information
- Assist in the organizing of promotional events and traditional or digital campaigns and attend them to facilitate their success.

I do hereby certify that the above particulars given by me are true and correct to the best of my knowledge.

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SIGNATURE

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DATE

Reference in Demand