



LIYANAGE DISHAN MAHESH

(DATA ENTRY CLERK)

PROFILE

HIGLY MOTIVATE CHALLENGE SEEKING INDIVIDUAL WHO COULD ADOPTED TO ANY KIND OF ENVIROMENT WITH GOOD INTERPERSONAL SKILL, INTEREST IN PARALLEL COOKING AND BAKING AND ASPECT I HAVE 4 YEARS OF WORKING IN THE SAME FIELD WITH DIFFERENT TASK. IHAVE POSITIVE ATTITUDE AND HARD-WORKING ABILITY, I'M LOOKING FOR A COMPANY WHERE I CAN UTILISE MY SKILLS AND GROW IN MY CARRIER IN UAE

WORK EXPERIENCED

CEYLOY SEA SHIPPIING (PVT) LTD AS A ACCOUNTANT AND DATA ENTRY CLERK (1 YEAR)

- MANAGE BALANCE SHEETS AND PROFIT/LOSS STATEMENT.
- HANDLED CUSTOMER COMPLAINTS,IMPROVING CUSTOMER SATISFACTION.
- MANAGE ALL ACCOUNTING TRANSACTIONS.
- INPUT NEW INFORMATION INTO DATA BASE SYSTEM.
- CONTRIBUTED TO TEAM EFFORT BY ACCOMPLISHING RELATED RESULTS AS NEEDED.

HATTON NATIONAL BANK PLC AS A DATA ENTRY CLERK (2 YEARS)

- CONTACTING CUSTOMERS BY PHONE OR EMAIL TO ANSWER QUERIES AND OBTAIN MISSING INFORMATION.
- ASSIST CLIENTS WITH THEIR BANKING NEEDS INCLUDING OPENING AND CLOSING ACCOUNTS.
- HANDLING INWARD/OUTWARD CLEARING CHEQUES INCLUDING THE VALIDATION OF THE CHEQUES AND CUSTOMER SERVICE.
- HANDLING RETURNED CHEQUES AND MAKING RELEVANT TRANSACTION.
- ANSWER PHONE CALLS AND PROVIDE REQUESTED INFORMATION.

SKILLS HIGHLIGHT

- QUICK TYPING
- ATTENTION TO DETAILS
- UNDERSTANDING OF BASIC SOFTWARE
- TIME MANAGEMENT
- ACTIVE LEARNING
- ANALYTICAL AND PROBLEM SOLVING

LANGUAGES

- TAMIL (FLUENTLY)
- SINHALAM (FLUENTLY)
- ENGLISH (FLUENTLY)

PERSONAL INFORMATION

- DOB -15/06/2001
- GENDER -MALE
- CIVIL STATUS -SINGLE
- NATIONALITY -SRILANKAN
- RELIGION -CHRISTIAN
- PASSPORT NO -N9433805
- DATE OF ISSUE -29.03.2022
- DATE OF EXPIRY -29.03.2032

SOFTWARE SKILL

- EMAIL .
- EXCEL
- WORD

SECTIONS HANDLED

- **ACCOUNTS OPENING (HATTON NATIONAL BANK PLC)**
- **CHEQUE CLEARING(HATTON NATIONAL BANK PLC)**
- **CREATE INVOICE (SEA SHIPPING PVT LTD)**

EDUCATION

➤ ALEXOR INTERNATIONAL COLLEGE

- **LKG TO GCE ORDINARY LEVEL -2017**

➤ AQUINAS COLLEGE OF HIGHER STUDIED

- **STUDIES DIPLOMA AND ASSOCIATED DIPLOMA**

EXTRA CURRICULAR ACTIVITIES

- **VICE CAPTIAN OF FOOTBALL TEAM OF ALEXORE INTERNATIONAL COLLAGE**

CERTIFICATES

- **DIPLOMA IN INFORMATION COMMUNICATION AND TECHNOLOGY**