



THARAKA FERNANDO

About Me

Committed and hardworking account assistant experience processing transactions and assisting customers. Dedicated to resolving issues, answering customer questions and ringing up customers. Creative problem-solver versed in customer service.

PERSONAL DETAILS

Contact No : +971563890339
Email : wptfdo@gmail.com
Passport no : N9180726
Visa Type : Sponsor
Visa expire date : 08/03/2026
Nationality : Sri Lankan
Birth Date : 17/11/1991

LANGUAGE

- English

EXPERTISE

- Management Skills
- Creativity
- Digital Marketing
- Negotiation
- Critical Thinking
- Leadership
- Document control
- Data entry
- Accounting support
- Ms Word, Excel

EXPERIENCE

Staff Assistant

People's Bank - Wennappuwa
2014 - current

Assisted customers with the opening closing and maintenance of accounts, handled cash and check transactions accurately and processed loan payments, deposits, withdrawals, and other monetary transactions.

Trainee school leaver

Bank of Ceylon - Wennappuwa
2012 - 2013

Balanced the cash drawer and teller station on a daily basis and developed strong relationship with customers by providing excellent customer service.

Account assistant

Bishop's House - Chilaw
2013 - 2014

Managed the accounts payable and account receivable processes for a estates and reconciled bank and investment accounts monthly.

EDUCATION

Wayamba University - Sri Lanka

Diploma in English
Jun 2013

Association of Accountant Technicians - Sri Lanka

AAT finals
Jul 2012

Panorama institute of Higher Studies

Intermediate English Language Course
Dec 2010

ITTI Information Technology Training Institute

Diploma in Computer Studies
Jun 2008