



HIRUNI DAYARATHNE

BANKER

Profile

An Experienced Banker with over 5 years of excellent experience in handling all branch banking, trade finance and treasury transactions, providing 5 star customer service, sustaining customer relationships and preparing financial reports. I am a person who has expert knowledge about trade finance, Branch Banking operation and Expert in SWIFT. I am capable of working accurately and efficiently even under pressure environment. A strong motivator with a bottom-line corporate focus and a results-driven attitudes.

 +97431217906

 hirudneluka@gmail.com

 Qatar- Al Wukair

Education

Bsc. Financial Engineering
University of Colombo
2022 to Present

High School Graduated
Physical Science
2016-2018

Advanced Certificate course
National institute of Business
Management
English language and computer
science

Language

English

Sinhala

Work Experience



Sampath Bank PLC - Sri Lanka

Junior Executive I

- Processing an average of 50 customer transactions daily, ensuring accuracy and compliance with bank policies.
- Conducting customer transactions including deposits, withdrawals, internal cheque handling and outward clearing as a cash teller.
- Processing different types of customer transactions.
- Assisting with daily ATM and vault duties and responsibilities.
- Experience working with high-risk clients and documents
- Opening and closing all types of personal accounts.
- Handling pawning redemptions, interest payment, part payment and granting as a pawning officer.
- KYC & AML knowledge (CDD, EDD, sanctions checks)
- Balancing GL accounts related to branch transactions.

2024 AUG

-

2025 MAR

Training and Recommendation

- I have received written and telephone commendations from customers for appreciating good customer service.
- Member of Trade Finance Association of Banker Sri Lanka.
- Participated one day customer relationship training program conducted by Sri Lanka Telecom PLC.

KEY SKILLS

- Anti-Money Laundering (AML)
- Know Your Customer (KYC)
- Customer Due Diligence (CDD)
- Check Cashing Procedures
- Checking Accounts
- Closing Procedures
- Customer Service
- Deposits and Withdrawals
- Foreign Exchange
- Online Banking
- Safety locker Procedures
- Teller Computer Systems
- Vault Procedures
- TT payments
- Accounts opening procedure
- FCY issuance and FCY deposit
- Handling Packing credit loans, Export Bills and export g'tees

HIRUNI DAYARATHNE

BANKER



Work Experience

TRAIL INTERNATIONAL CONTRACTING- QATAR

Remote- One year contract basis

-Accountant-

- Records and reports financial transactions.
- Manages revenue, expense, asset, liability and equity accounts.
- Compiling, analyzing and reporting financial data.
- Maintaining accurate financial records.
- Computing taxes.

2023 JUN

-

2024 JUN



NATIONAL DEVELOPMENT BANK PLC- Sri Lanka

-Senior Banking Associate-

- Manage the business relationships between the financial institution through Relationship Manager Application.
- Handling Packing Credit Loans (Pre-shipment Finance) for business customers. Perform all entries of Packing credit loan granting, PCL liquidation, Part and full settlements, Extensions and Re-scheduling of Non Performing loans and Central Bank reporting.
- Processing of Bank Guarantee issuing, Bank G'tee claim, Cancellation and Extension.
- Screening Export LC documents for pre shipment Loans.

2019 AUG

-

2023 MAY

WORKING SKILLS

- Proficient in Excel- V-lookup, Pivot, Charts, Formulas and ect.
- Expert in Libre Calc- Formulas, Pivot, Charts, V-Lookup and ect.
- Having strong applications knowledge, mainly CRM and equation.
- Expert knowledge in Powerpoint and Canva.
- Strong understanding of Project management Methodologic.

TECHNICAL SKILLS

- Finacle
- T24
- MS Office- Expert
- TALLY-Expert
- CALC- Expert
- R Studio

HIRUNI DAYARATHNE

BANKER



Work Experience



NATIONAL DEVELOPMENT BANK PLC

-Senior Banking Associate-

- Processing of Export documentary collections, Scrutinizing export documents and discounting bills with all appropriate entries of collections. For bill discounting liaise with treasury department for relevant rates. Bills settlement , Correspondences and reconciliation.
- Processing of day to day transactions of Trade finance as per local operating procedure.
- Processing LC advising and Draft collection.
- Handled AA loan module in UAT.
- Executing test cases, generating testing progress reports for management and follow up on the testing results.
- Handling UAT live process with users.
- Direct and monitor day to day store activities allocate work to the team and check outputs and ensure outputs meet customer requirements, both in term of quality and quantity.
- Handling escalation/ bank queries pertaining to all trade finance products via calls/ mails.

2019 AUG

-

2023 MAY



CENTRAL BANK OF SRILANKA

-Customer Relationship Officer-

- Handling customer inquiry counters.
- Handling customer contact center.
- Providing high quality customer service to customer.

2018 AUG

-

2019 AUG