



THULASI SURESH

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thulasesuresh@gmail.com

Doha, Qatar

PROFILE

Reliable and detail-oriented finance professional with 1+ years of experience as a Accounts Assistant in the Bancassurance sector. Skilled in handling client data reports, updating payment records, preparing documentation, providing exceptional post-sales, insurance and bank related support. Adept at managing client communications, both in person and over the phone.

PROFESSIONAL EXPERIENCE

HNB Assurance PLC

2022 DEC - 2024 AUG

Nawam Mawatha Branch, Srilanka.

Accounts Assistant

- Actively introduced new clients to the company and successfully promoted new insurance premium covers.
- Managed grace period reports, tracked clients payment deadlines and ensure timely policy renewals.
- Prepare financial and medical related documents.
- Responded to customer calls with professionalism and empathy, resolving issues efficiently.

Durdans Hospital

540 Hours

Colombo - 03, Srilanka

Certified Nursing Assistant

- Overall clinical experience in the hospital wards, Medical unit, Surgical unit, Maternity unit, Paediatric unit, CSSD and MICU
- Monitoring and charting patients vital signs.
- Assisting patients with daily activities, including bathing, grooming, feeding and mobility.
- Assisted registered nurses during IV, IM procedures.

Vida Medical Center

208 Hours

Colombo - 03, Srilanka

Certified Nursing Assistant

- Assisted in performing ECGs, blood drawing and collecting of blood and other lab samples, ensuring proper labeling and timely documentation of the patients details.
- Maintained accurate and up-to-date patients records regularly monitored medical inventory for availability and expiry dates
- Conducted home visits to provide direct patient care and assisted in ambulating the clients

PERSONAL DETAILS

DOB - 26/05/2003

Gender - Female

Nationality - Srilankan

Civil Status - Single

Transferable visa

AMRAK INSTITUTE OF MEDICAL SCIENCE (2023-2024)

- Successfully completed TVEQ examination (NVQ Level 4)
- Graduated as a nurse assistant with A grading
- Successfully completed certificate in Basic Life Support (BLS)

SANCTUARY TRUST INTERNATIONAL SCHOOL (2017-2020)

Pearson Edexcel International GCSE

- Commerce - A
- ICT - A
- Accounting - B
- Economics - B
- English Language - B
- Mathematics - D

AREAS OF EXPERTISE

- Leadership
- Risk Assessment
- Team Collaboration
- Positive Work Ethics
- Problem Solving
- Flexibility
- Time Management
- Multitasking
- Responsibility

- Measuring Vital Signs
- Health Documentation
- Care Coordination
- Patient Interaction
- Cultural Competency
- Medical Confidentiality
- Ethical Thinking
- Multitasking
- Adaptability
- Attention to Details
- Creative & Innovation

LANGUAGES

- English
★★★★★
- Tamil
★★★★★
- Sinhala
★★★★☆

REFERENCE

Mr. R. Ravindran
(AFM/Team Leader)

HNB Assurance PLC
Phone +94774134499
Email: rravindran@hnbassurance.com

Dr. Ruwanthi Thantrige
(Registrar)

Amrak Institute of Medical Science,
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Phone: +94704760256
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Ms. Saratha Rasaiyah
(Academic Admin)

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Ayati center
Ragame, Srilanka

161 Hours

Certified Nursing Assistant

- Measuring and recording special need children's height and weight, calculate BMI, maintain accurate health charts
- Provided compassion and support to children's with special needs
- Assisted in physiotherapy and occupational therapy sessions under the guidance of licensed therapists

Hemas Hospital
Wattala, Srilanka

March 2025 - May 2025

Certified Nursing Assistant

- Assisted doctors in the outpatient department (OPD) with patient care and treatment.
- Maintained accurate documentation of the care provided and communicate with the healthcare team effectively.
- Assisted in vaccination and IV procedures for both children and adults.
- Coordinate with the channeling desk to facilitate timely specialist consultations for the patients.

SKILLS

- **ICT & Digital Literacy:** Client data entry and Documentation.
- **Communication:** Clear written and verbal communication in English: professional and confident in customer-facing roles.
- **Organizational skills:** Time management and multitasking under deadlines.
- **Team collaboration:** Cooperative, responsible, and able to contribute in group task effectively
- **Confidentiality:** Commitment to maintain patient privacy and confidentiality.
- **Detail-Oriented:** Strong accuracy and focus on precision in tasks.
- **Monitor & Support:** Skilled in monitoring patient health status and providing emotional support.
- **Communication & Compassion:** Strong communication skills, empathy, and patient-centered care approach.
- **Patient care skills:** Experience in assisting with daily activities (Bathing, Dressing, Feeding)
- **Team collaboration:** Ability to work effectively within a team
- **Confidentiality:** Commitment to maintain privacy and confidentiality

INTEREST & HOBBIES

Engaging in personal development
Spending time with family
Watching movies and web series
Tution class for kids