



KIRUTHAKSHANAA SARAVANABAWAN

**MBA (Carddiff Met,UK),
AIB Sri Lanka (IBSL),
MAAT (AATSL)**

Contact No : 5122 8778
Email : saitakshanaa@gmail.com

Profile Summary

I seek a challenging role within a reputed financial institution where I can contribute my skills and further my career with international exposure.

I am a highly motivated banking professional with over 12 years of comprehensive experience in Financial Operations, Credit Operations and International Trade. My expertise spans across Operational workflows, Credit services, International Trade transactions and Internal Control functions.

Work Experience

Seylan Bank PLC, Colombo, Sri Lanka.

- Executive Officer (2022 – 2025)
- Sub Officer (2018 – 2022)
- Banking Assistant II (2014 – 2018)
- Banking Assistant I (2013 – 2014)
- Trainee Banking Assistant (2012-2013)

- **International Officer (Officer INL) –**
(As a Trade officer I handled all types of trade documents [e.g., Issuing Letters of Credit (L/C), Documents against payment (D/P), Documents against acceptance (D/A), Telegraphic Transfers (T/T)] and issuing Revolving Import Loans.

- **Pawning Officer (PWN Officer) –**
(Served as the responsible officer for pawning of Gold pledged articles and Gold Loans)
- **Guarantees and Cash Backed Loans –**
(Served as the responsible person for issuing all types of Bank Guarantees and handling Cash backed Loans)
- **Operations Officer (CUO) -**
(Assigned as the responsible officer for All types of accounts [e.g., Current Accounts, Savings Accounts, Foreign currency & Term deposits accounts], Clearing of cheques and Cash operations including ATM & CRM operations)
- **Internal Control Officer (ICO) -**
(Assigned as the responsible officer for Branch general ledger accounts, Monthly branch positioning, Preparation of monthly Change statements, Profit and Loss Statements, GL policy declaration statements and Daily Audit of operations)

Accolades

- **Outstanding Sales Performance in Bancassurance** for the year 2021, 2023 and 2024 – LOLC Holdings PLC.
- 2023 – Letter of appreciation from Area Manager of Branches for contribution in **Achieving the branch's KPIs** for the year 2022.
- 2022 – Letter of appreciation from Assistant General Manager of Branches & Assistant General Manager of Marketing and Sales on **Achievement of Internal campaign** for opening of Current and Savings Accounts for the year 2021.
- 2022 – Letter of appreciation from Deputy General Manager of Human Resources for continues **Work commitment and dedication** during Corona pandemic.
- 2021 – Letter of appreciation from Director/CEO for the **Bank ranking of Number 1** for “Best in customer service” by LMD for the consecutive 3 years.

Education

- **MBA-General (2019-2022) Cardiff Metropolitan University (UK), International College of Business and Technology (ICBT) Sri Lanka.**
- **Certificate in Foreign Exchange (2023) Institute of Bankers of Sri Lanka (IBSL)**
- **The Associateship - AIB Sri Lanka (2018) Institute of Bankers of Sri Lanka (IBSL)**
- **Diploma in Applied Banking and Finance – DABF (2018) Institute of Bankers of Sri Lanka (IBSL)**
- **Certificate in Banking and Finance – CBF (2015) Institute of Bankers of Sri Lanka (IBSL)**
- **Member of the Association – MAAT (2017) Association of Accounting Technicians of Sri Lanka (AATSL)**
- **Final Level, Intermediate Level, Foundation Level – Accounting and Finance - (2009 – 2012) Association of Accounting Technicians of Sri Lanka (AATSL)**
- **High School- Commerce (2011) St. Bridget's Convent, Colombo-07, Sri Lanka.**

Languages

- English
- Tamil
- Sinhala

Skills

- Operations and Compliance.
- International Trade task and functions.
- Customer service and marketing.
- Credit analysis.
- Team player.
- Attention to detail and Quick learner.
- Strong communication.
- Bancassurance.

Personal Details

- Full Name : Kiruthakshanaa Saravanabawan
- Nationality : Sri Lankan
- Civil Status : Married
- Current Place of Residence: Doha, Qatar.
- Visa Status : Spouse Visa

References

Mr.Veerappan Sivagurunathan

LLB, FCA, FCMA (UK), CGMA, Attorney at Law,
Principal Consultant-Consultants & Consortium Chartered Accountants.
No.267, 1/1, Cyril C Silva Mawatha, Colombo-13, Sri Lanka.
Contact No : +94 714 328 192 / +94 112 424 502
Email : veerasiva_n@yahoo.ie