



Doha, Qatar

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Skills

- International Trade
- Banker
- Internal Control Officer
- Forex
- Loans
- Pawning
- Operations and compliance
- Customer service and marketing
- Team player
- Strong communication
- Attention to detail
- Quick learner
- Bancassurance

KIRUTHAKSHANAA SARAVANABAWAN

Professional 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 11 years of comprehensive experience in financial operations and international trade. My expertise spans across operational workflows, credit services, international trade transactions, and internal control functions.

Experience

Seylan Bank PLC

December 2022 - March 2025

Executive Officer

- My last position was as International Trade Officer, where I handled issuing Letters of Credit(L/C), Document against payment (D/P), Document against acceptance (D/A), Telegraphic Transfers (T/T) and issuing Revolving Loans for International Trade Clients.
- Performed Officer role for Bank front counter operations officer and credit related workflows such as Pawning Officer for gold articles (Pledged Loans), issuing of guarantees, cash backed loans, etc.
- I served as the ICO (Internal Control Officer), where I handle the branch general ledger accounts, expenses and income, monthly branch positioning of my branch.

Seylan Bank PLC

March 2018 - November 2022

Sub Officer

Seylan Bank PLC

October 2014 - February 2018

Banking Assistant II

Seylan Bank PLC

October 2013 - September 2014

Banking Assistant I

Seylan Bank PLC

October 2012 - September 2013

Trainee Banking Assistant

Education

May 2023

○ Certificate in Foreign Exchange - Foreign Exchange

| **INSTITUTE OF BANKERS OF SRI LANKA (IBSL), Colombo, Sri Lanka**

December 2022

○ **MBA - General**
Cardiff Metropolis University (UK), International College Of Business And Technology, Sri Lanka

September 2018

○ **The Associateship (AIB Sri Lanka) - Banking and Finance**
INSTITUTE OF BANKERS OF SRI LANKA (IBSL), Colombo, Sri Lanka

September 2018

○ **Diploma in Applied Banking And Finance (DABF) - Banking and Finance**
Institute of Bankers, Sri Lanka (IBSL), Colombo, Sri Lanka

September 2015

○ **Certificate in Banking And Finance (CBF) - Banking and Finance**
Institute of Bankers, Sri Lanka (IBSL), Colombo, Sri Lanka, Sri Lanka

September 2017

○ **Member of The Association (MAAT) - Accounting and Finance**
Association of Accounting Technicians of Sri Lanka (AATSL), Colombo, Sri Lanka

January 2012

○ **Foundation, Intermediate And Final - Accounting and Finance**
Association of Accounting Technicians of Sri Lanka (AATSL), Colombo, Sri Lanka

December 2011

○ **High School - Commerce**
St. Bridget's Convent, Colombo, Sri Lanka

Accomplishments

- Outstanding sales performance in Bancassurance for the year 2021, 2023 and 2024 - LOLC
- 2023 - Letter of appreciation from Area Manager of Branches for contribution in achieving the branch's KIPs 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.

References

Mr. S. Sri Ganendran, Senior Vice President - Operations, Chief Information Security Officer, Union Bank of Colombo PLC, 64 Galle Road, Colombo, Western Province, 03, Sri Lanka, 94(11)2374100 - Ext 2812, 94(11)2374120, 94(77)3344556, www.unionb.com