



# VISHMI ISURIKA

Seeking Accountant / Admin Roles in Qatar

## CONTACT

- +974 3303 9052
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- Villa 23, Street 875, Zone 42, Doha, Qatar

## PERSONAL DETAILS

- Date of Birth : 25.08.1997
- Gender : Female
- Marital Status : Married
- Nationality : Sri Lankan
- QID No : 29714409782

## SKILLS & COMPETENCIES

- Financial Transactions & Reconciliation
- Cash Handling & Management
- Attention to Detail & Accuracy
- MS Excel & Data Entry
- Compliance & Regulatory Adherence
- Customer Service & Communication
- Time Management & Multitasking
- Bookkeeping & Administrative Support

## LANGUAGE PROFICIENCY

### English

Professional Working Proficiency

### Sinhala

Native Proficiency

## PROFESSIONAL SUMMARY

Dedicated and accurate finance professional with over 7 years of progressive experience in high-volume banking operations at leading Sri Lankan financial institutions. Proven expertise in cash handling, daily transaction processing, account reconciliation, compliance adherence, and customer-focused administrative support. Strong analytical mindset with meticulous attention to detail, advanced proficiency in financial documentation, and a track record of maintaining error-free records in fast-paced environments. Seeking to leverage transferable banking skills into an Accountant or Administrative position in Qatar, contributing to accurate financial reporting, efficient office operations, and regulatory compliance in a dynamic GCC setting.

## WORK EXPERIENCE

### Executive Grade B - Teller | Sep 2019 – May 2025

Finance Department, LB Finance PLC – Kuliypitiya Branch, Sri Lanka

- Processed high-volume daily financial transactions, including deposits, withdrawals, payments, and transfers, ensuring 100% accuracy and compliance with banking policies.
- Performed end-of-day cash balancing, reconciliations, and reporting, minimizing discrepancies and contributing to branch audit success.
- Managed customer accounts, verified documentation, and resolved queries, delivering exceptional service while maintaining strict confidentiality.
- Assisted in administrative tasks such as record maintenance, filing, and coordination with other departments for smooth operations.
- Handled cash vault management and security protocols, reducing operational risks in a high-transaction environment.
- Supported month-end closing activities by preparing transaction summaries and assisting in financial documentation.

### Trainee Teller | Feb 2018 – Jan 2019

Sampath Bank PLC (One of Sri Lanka's Leading Commercial Banks), Sri Lanka

- Completed comprehensive training program covering banking operations, financial products, regulatory compliance, and exceptional customer service standards.
- Gained hands-on experience in daily transaction processing, including deposits, withdrawals, fund transfers, and cheque handling, achieving consistent accuracy in cash management.

## EDUCATION

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2016

### **G. C. E. Advanced Level Examination**

Saranath College, Kuliyaipitiya, Sri Lanka

2013

### **G. C. E. Ordinary Level Examination**

Saranath College, Kuliyaipitiya, Sri Lanka

## TECHNICAL SKILLS

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- Core Banking Systems
- Loan Management Systems
- Teller Platforms & Transaction Systems
- KYC & AML Procedures
- Regulatory Reporting & Compliance Tools
- Digital Banking Platforms (Mobile & Online Banking)
- POS Systems & Payment Processing
- Microsoft Office Suite (Advanced Excel, Word, PowerPoint, Outlook)
- Email & Internet Applications
- Data Entry & Record Management Systems

- Collaborated closely with senior banking professionals to develop practical skills in client interaction, problem resolution, and cross-selling of bank products.
- Assisted in branch operations, contributing to smooth workflow, adherence to anti-money laundering protocols, and delivery of positive customer experiences.
- Built strong foundational knowledge in retail banking, preparing for advanced roles in lending and customer relationship management.

## PROFESSIONAL QUALIFICATIONS

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### **Intermediate in Applied Banking and Finance (IABF)**

Institute of Bankers of Sri Lanka (IBSL)

### **Certificate Course in English Language | 2018**

British Way English Academy

### **Diploma in Computer Applications | 2017**

Nisala Nenasala, Udubaddawa, Kurunegala, Sri Lanka

## REFERENCES

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Available upon request.