



DASITH DEELAKA RUWAN PATHIRANA

Age: 28 years old # Nationality: Sri Lankan # Status: Single

Experience

May 2013–November 2016

Customer Service Executive • HSBC (HDPL – Colombo)

- Data entry and back office operations.
- Customer complaints handling.
- Time deposits handling and accounts maintenance.
- FATCA analyzing and reviewing.

November 2016–April 2019

Assistant Finance Manager • Antanica Media Publicity Service

- Budget planning and cost planning.
- Buyer and supplier quotations and invoices handling.
- Engage in monthly, quarterly and annually accounts preparation.
- Cash flow management.

Education

APIIT, Colombo, Sri Lanka

- Diploma in Business Administration (Partly Qualified)

British Council, Colombo, Sri Lanka

- Cambridge Young Learners English Starters and Movers

Soft Skills

- Strong communication skills
- Team Work and team management
- Time Management
- Adaptability

Technical Skills

- Over 10 years' experience on Microsoft Office
- Over 10 years' experience on Internet and E-mail.
- Experience in working on Windows 98 to latest Windows 10.
- Troubleshooting PC hardware and basic network issues.



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