



DEWNI JAYASINGHE

PERSONAL DETAILS

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LINKEDIN

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MOBILE

+94-77 940 0153

ADDRESS

127/A/1, Isidoru Mawatha,
Thibbotugoda, Ganemulla,
Sri Lanka.

OBJECTIVE

To secure a position in a dynamic and successful organization where I can leverage my educational background, excellent communication skills, leadership abilities, and strong teamwork acumen to contribute to the growth of the company while gaining valuable experience and professional development opportunities that will advance my career.

WORK EXPERIENCE

JUNIOR EXECUTIVE GRADE 2 (TRADE OPERATIONS) | PAN ASIA BANKING COPORATION PLC

MAY 2022 – PRESENT

The following work is being carried out as part of my current job role and description.

- Receipt of Import Bills – Acknowledge Import Bills, Scrutiny of the bills with Collection, Lodgment in the System Dispatch to Branches Record Maintenance.
- Releasing of Bills – Link to Sri Lanka Customs, Preparation of Swift Messages (Acceptance) Foreign and Local Correspondent Management, Management of Foreign Exchange Monitoring System.
- Shipping G' tees / IDOs – Entertain Requests, Verify the Accuracy, Endorsements and Release, Link to SL Customs, Timely follow ups for cancellations and Handling Correspondents.
- Miscellaneous tasks which include Handling Returns of SL Customs, CBSL and H.O.

JUNIOR EXECUTIVE GRADE 1 (TRADE OPERATIONS) | PAN ASIA BANKING COPORATION PLC

OCTOBER 2019 – MAY 2022

JUNIOR EXECUTIVE TRAINEE (TRADE OPERATIONS) | PAN ASIA BANKING COPORATION PLC

SEPTEMBER 2018 – OCTOBER 2019

RECOVERY ASSISTANT | SMB LEASING PLC

OCTOBER 2017 – SEPTEMBER 2018

PROFESSIONAL QUALIFICATIONS

PROFESSIONAL QUALIFICATION IN HUMAN RESOURCE MANAGEMENT (PQHRM) | CHARTERED INSTITUTE OF PERSONNEL MANAGEMENT (CIPM)

2018 – 2021

- Successfully completed the Professional qualification in Human Resource management offered by the Chartered Institute of Personnel Management.

PROFILE

An Adaptable, proactive, and friendly professional with proven leadership and communication skills. Capable of working well under pressure with a positive and solution-oriented mindset. A dedicated team player with a strong work ethic and initiative-taking nature.

SKILLS

- Strong Interpersonal and Communication skills
- Proven Leadership
- Strong Organizational skills
- MS Office 365
- Google Workplace
- Google Workplace

INTERESTS

- Swimming
- Hiking & Travelling
- Music

EDUCATION

DIPLOMA IN INTERNATIONAL TRADE | INSTITUTE OF BANKERS OF SRI LANKA (IBSL)

2022

- Completed the Diploma in International Trade curriculum offered by the Institute of Bankers of Sri Lanka. Results Pending.

DIPLOMA IN BANKING | INSTITUTE OF BANKERS OF SRI LANKA (IBSL)

2022- PRESENT

- Currently following the Diploma in Banking curriculum offered by the Institute of Bankers of Sri Lanka.

G.C.E EXAMINATIONS | VISAKHA VIDYALAYA, COLOMBO 05

2014, 2017

- A/L 2017 – Obtained 2 A and 2 C's in Commerce Stream
- O/L 2014 – Obtained 8 A's and 1 B

AAT EXAMINATIONS | THE ASSOCIATION OF ACCOUNTING TECHNICIANS

2015, 2016

- AAT LEVEL 2 2016 – Obtained 1 B and 2 C's
- AAT LEVEL 1 2015 – Obtained 1 B and 3 C's

SENIOR PREFECT | VISAKHA VIDYALAYA, COLOMBO 05

2015 – 2016

- Performed duties as a Senior prefect of Visakha Vidyalaya.

TRAININGS & COURSES

CERTIFICATE COURSE IN HUMAN RESOURCE MANAGEMENT (CCHRM) | CHARTERED INSTITUTE OF PERSONNEL MANAGEMENT (CIPM)

2018

- Successfully completed the Certificate course in Human Resource management offered by the Chartered Institute of Personnel Management.

NON-RELATED REFEREES

MANISHA FERNANDO ASSISTANT MANAGER – TRADE OPERATIONS

PAN ASIA BANKING
CORPORATION PLC,
450, GALLE ROAD,
COLOMBO 03.

manisha.fernando@pabcbank.com

+94-77 284 9454

NISHALI FONSEKA DEPUTY MANAGER – IMPORTS

NATIONAL DEVELOPMENT
BANK,
40, NAVAM MAWATHA,
COLOMBO 02.

nishali.fonseka@ndbbank.com

+94-77 814 4385

CERTIFICATE COURSE IN ENGLISH LANGUAGE | INSTITUTE OF HUMAN RESOURCE ADVANCEMENT – UNIVERSITY OF COLOMBO

2015

- Successfully obtained a Merit pass in the certificate course in English language offered by the Institute of Human Resource Advancement – University of Colombo.

SPORTS

SWIMMING

- Awarded Western province Colors award for outstanding performances in Swimming in the Year 2012
- Awarded School colors award for outstanding performances in Swimming in the Year 2017
- Awarded School merit awards for performances in Swimming between Years 2010-2016
- Was a member of the Visakha Vidyalaya Swimming team between Years 2007 and 2017

WATER POLO

- Awarded School merit award for performances in Water Polo in the Year 2013
- Was a member of the Visakha Vidyalaya Water Polo team between Years 2012 and 2013