

Sajitha Selvanayakathan

Finance and Admin officer

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About Me

An experienced and well maintained professional having ample amount of knowledge in Accounting sector and seeking an opportunity in the related sector to use my skills and be able to contribute to the firm for which I am working. I will put my best effort to learn the company's policies and make better decisions in the favour of the company

Education

Passed G.C.E O/L examination (8A, 2B)	2007
Passed G.C.EA/L examination Stream – Commerce (2A, B)	2010
Completed one year BBA programme in University of Jaffna	2011
Completed Chartered Accountancy CAB 1	2011
Completed CBF	2013/2014
Completed Financial Accounting Fundamentals at University of Virginia- Online course	2019
Completed 2 courses in intermediate financial accounting at University of Illinois	2020

Skills

Communication	<div><div></div></div>
Interpersonal	<div><div></div></div>
Microsoft	<div><div></div></div>
Reporting	<div><div></div></div>
Mathematical ability	<div><div></div></div>
QuickBook	<div><div></div></div>
Finance Ethics	<div><div></div></div>

Work Experiences

Finance and Admin officer –General Administration & Finance at Centre for Governance Innovations (CGI) (01-11-2022 – Present)

- Introduce process and procedures to effectively manage the office administration
- Manage payments and receipts to enable financial operations.
- Manage all documents related to the above tasks in organized files and folders.
- Identify all operational and maintenance and carry out necessary actions in effective manner
- Assign duties to other support staff and supervise to ensure that the tasks assigned are delivered properly
- Periodically review the admin and accounts operations and submit a monthly report to the Chief Operations Officer and Chief Executive Director

Program Assistant – Race for Education program (01-11-2018 – 31-10-2019)

- Project management and coordination with all stakeholders in the project
- Data management and MIS system implementation support

Senior Banking Assistant (Nations Trust Bank) (01-06-2016 to 30-09-2016)

- Review Daily Accounts Opened, report and also Responsible for Current account & saving account sales.
- Collection of loan proposals and ensuring they are processed accordingly.
- Coordinated with prospective clients, clarified and determined their doubts regarding the mortgage loans and repayment methods.
- Verifying the accuracy and thoroughness of the loan application along with other related documents.

Banking Assistant in Banking Operations (13-08-2014 to 01-06-2016)

- Managing of Teller counter activities
- Cheque clearing (Disbursement-Cheque, PO, DD printing for clients) Responsible to deal with customers and new accounts every day.
- Ensuring customer satisfaction by providing superior service delivery & achieving service quality norms.

Trainee Banking Assistant in Banking Operations (13-02-2013 to 13-08-2014)

- Answering any financial and banking queries
- Marketing new financial products or services.
- Responsible to deal with customers and new accounts every day.