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**Romein Nimantha Silva**

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**Contact No: +94774301704**

**Address : No.126/12, St.Anne’s Lane,**

**Katukurunda ,Moratuwa,**

**Sri Lanka**

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| **CAREER OBJECTIVE** |

To work at a responsible and challenging position with an opportunity for professional advancement and growth utilizing my abilities to support and enhance company's goals and objectives.

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| **SOFT SKILLS** |

Customer Service, Product Knowledge, Quality Focus, Problem Solving, Market Knowledge, Documentation Skills, Listening, Phone Skills, Resolving Conflict, Analyzing Information , Multi-tasking

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| **PRESENT EMPLOYMENT** |

**Designation** : Banking Executive (Since 06th Dec. 2012 to 23rd Dec. 2013)

**Work Place** : Sampath Bank PLC

**Address** : 591 A Galle Road, Colombo- 06 Sri Lanka.

**Duties and Responsibilities**

* Teller Functions (Accepting cash and making payments over the counters)
* Handling Customer Inquiries
* Front Line Operations
* Inward Remittances Payments Over the counter
* ATM Machine Reconciliation
* SLIPS Payments System Operations
* Processing outgoing payment and incoming receipts through SWIFT Messages
* Setting up standing instructions in the system or manually executing as per customer request
* Ensuring that all audit requests & due diligence are adhered to while processing client transactions
* Back office operations

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| **EDUCATION QUALIFICATION** |

I have successfully passed,

* G.C.E Ordinary Level (2007) at St.Sebastian’s College, Moratuwa- Sri Lanka

# Religion A # Mathematics A # English A # Commerce A

#Social St. A # Sinhala B # Science B # Western Music C

* G.C.E Advance Level (2010) at St.Sebastian’s College, Moratuwa- Sri Lanka

# Economics B # Business St. B # Accountancy C # General English B

* Institue Of Chartered Accountants- Sri Lanka

# Level One (Cab 01)

* M.E.E.T.I Of London- Ceylon

#Computer Fundamental Studies

# Computer Multimedia System

# Computer Sceience & Technology

* Advanced Diploma In English in ICBT Campus-Sri Lanka

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| **PERSONAL DETAILS** |

**Name in Full :** **Lindamulage Romein Nimantha Silva**

**Date of Birth :** 28th Jan. 1992

**Civil Status :** Single

**Sex :** Male

**Nationality :** Sri Lankan

**Known Languages :**  English & Sinhala

**Schools Attended :** St.Sebastian’s College, Moratuwa- Sri Lanka

**Personal Profile**

I‘m well focused, intelligent and hardworking Youngster. I always have higher aims and try to do my best to accomplish my goals. I believe I can work well in the group and learn new techniques very easily. And also I hereby declare that the above particulars furnished by me are true and correct for the best of my knowledge.

Date:- ………………………..

Signature