  
  
  
**Mobile**  - +94 71 9095426  **Home** - +94 41 2264825  
**Address** - No. 228, KahatagahaWatta, Thalalla North,  
 Kekanadura,   
 Matara.  
**Email** - sachinmatara@gmail.com

K. G. A. S. SACHITH

*Objective-*Professional QualificationsProfessional Experience

* I have completed **a Diploma in Computer System Design( DCSD ) in University College of Dublin (Ireland)** at National Institute of Business Management(NIBM)

To seek an exciting and challenging career, work with the latest and emerging techniques in the company while contributing the best within me to the organization.

Academic QualificationsG.C.E Ordinary Level Examination (O/L) - 2007English Language - A Music - C  
Health &Phy. Edu - A Geography - C  
Sinhala - B Buddhism - C  
Social Studies & History - B Info.& Com. Tech (IT) - C   
Mathematic - C  
Science - CG.C.E. Advanced Level Examination (A/L)- 2011[Commerce Stream ]Economics - C  
Business Studies - C  
General English - S  
  
  
Full Name - Kamburugamuwe Gam Acharige Sandu Sachith  
Name with Initials - K.G.A.S. Sachith  
Date of Birth - 20/06/1991  
Age - 22yrs  
School - Rahula College – Matara  
 MR/ Thalalla North DharmavijayaM.V  
N.I.C No - 911722739V  
Gender - Male  
Civil Status - SingleExtra Qualifications

* + Presently working as a **Customer Relationship Officer at Edirisinghe Trust Investment& Finance Limited. (ETI Finance)**  
      
    JOB ROLE   
     \*\* Open new fixed deposits & Normal Savings Accounts.  
     \*\* Fixed Deposits renewal & withdrawals.  
     \*\* Entering Loan Facilities.  
     \*\* Maintaining a FD customer record book & issuing FD certificates.  
     \*\* Handling calls in customer service.

\*\* Create a Temporary Receipt Control Report weekly.

\*\* Create a FD Summary report & the commission report at the month end.  
 \*\* Maintaining a Customer cheque book records & Issuing withdrawal cheques.  
 \*\* Good Customer Relationship.

* I have fully managed a Distributor Agency of ACL Cables PLC  
    
  JOB ROLE  
   \*\* Maintaining a stock book.  
   \*\* Arrange the invoices for the customer if necessary.  
   \*\* Customer Cash, Cheque collection & the banking.  
   \*\* Company stock receiving & acceptance.  
   \*\* Ordering the stock if necessary.  
   \*\* All the data of the agency entering to the system & maintaining it carefully.  
   \*\* Good customer relationship
* I was a senior prefect in the school (2005- 2007)
* I have fallowed a Leadership Training by The United States Agency for International Development (USAID)
* Did athletic in school
* Was the president in IT club.
* I have worked at the school bank related to Bank Of Ceylon [BOC]

Referees1. Mr. B.B. Sandun Kumara 2. Mr. Ranil Sanjeewa  
 Assistant Accountant, Assistance Accountant,  
 Samson Trading Co. (pvt) Ltd, Vallibal Holdings (Pvt) Ltd,  
 No-51, 27th floor,  
 Camel Rd, World Trade Centre,  
 Colombo 03 Colombo 01.  
 Mobi – 071 6226849 Mobi – 071 5519529  
 Residence – 034 4926898 Office – 011 2381111 / 4 Office – 011 2396922  
 Email – stc.acc@samtrad.comI certify that the above information is true & correct to the best of my knowledge.  
  
Yours truly,  
  
  
  
  
  
  
**---------------------------- ---------------**[ K.G.A.S. Sachith ] Date