

## Contact Information

### Email

ruopatha1221@gmail.com

### Address

NO 35/2, UDYANA MAWATHA,  
GANGODAWILA,NUGEGODA,  
SRI LANKA.

### Phone

+94 717769998

### Date of birth

08-06-1998

### Nationality

SRI LANKAN

### Skills

- Teamwork
- Customer service
- Leadership
- Cash Handling
- Data Entry Skills
- Adaptability
- Expert with Microsoft Office Suite (Word, Excel, Power Point)

### Languages

#### ENGLISH

- GRADED PRACTICAL EXAMINATIONS IN SPEECH, VERSE & PROSE & WRITTEN ENGLISH IN WENDY WHATMORE ACADEMY OF SPEECH & DRAMA.

## SAMARASEKARA MUDIYANSELAGE RUMALKA KUMUTHU OPATHA



Experienced Banking Assistant with 6 years of expertise in banking operations, foreign transactions, and trading support. I am a dedicated team player who is bilingual in English and can be relied upon to help your company achieve its goals. Have a proven record of surpassing sales targets and boosting revenue.

Strong knowledge of trade finance and cross-border transactions, with a focus on delivering timely and secure banking solutions. Always looking to learn new skills, take on extra responsibilities, and grow professionally.

### Experience

COLOMBO

August 2018 – Present **BANKING ASSISTANT**

**SEYLAN BANK PLC**

WORK RELATED TO MY CURRENT JOB PROFILE -

- Domestic and foreign transaction processing
- Knowledge of SWIFT payments and wire transfers
- Trade finance and international banking
- Customer service excellence
- Financial reporting and documentation

### Education

COLOMBO

2019-2022

**HIGHER NATIONAL DIPLOMA IN QUANTITY SURVEYING**  
**BRITISH COLLEGE OF APPLIED STUDIES**

COLOMBO

2024-2025

**BSC HONOURS IN QUANTITY SURVEYING**  
**BRITISH COLLEGE OF APPLIED STUDIES**

COLOMBO

2013-2014

**GENERAL CERTIFICATE OF EDUCATION (ORDINARY LEVEL) EXAMINATION, SRI LANKA**  
**SAMUDRADEVI BALIKA VIDYALAYA**

- BUDDHISM - A
- SINHALA LANGUAGE AND LITERATURE - A
- ENGLISH LANGUAGE - A
- MATHEMATICS - A

- ONE YEAR ENGLISH COURSE IN  
INSTITUTE OF ENGLISH  
MAHARGAMA WITH EXCELLENCE  
PASS.

- HISTORY - A
- SCIENCE - A
- DANCING (ORIENTAL) - A
- BUSINESS & ACCOUNTING STUDIES - A
- HEALTH & PHYSICAL EDUCATION - A

(A-DISTINCTION PASS)

COLOMBO

2015-2017

**GENERAL CERTIFICATE OF EDUCATION (ADVANCED**

**LEVEL) EXAMINATION, SRI LANKA**

**DEVI BALIKA VIDYALAYA**

- COMBINED MATHEMATICS - B
- CHEMISTRY - C
- PHYSICS - C
- GENERAL ENGLISH - A
- COMMON GENERAL TEST - 75

(A-DISTINCTION PASS, B-VERY GOOD PASS, C-CREDIT PASS)