



# KRISHANTHI GAYATHREE

## PROFILE

I am a highly motivated professional to develop a successful managerial career to the fullest of my potential, as I contribute to the overall objectives of the company.

## CONTACT ME

37, Vihara Rd, Matale. Sri Lanka

+94764134441

krishegaya@gmail.com

## PERSONAL INFORMATION

- **Date of Birth** : 31<sup>st</sup> July 1984
- **Gender** : Female
- **Nationality** : Sri Lankan

## LANGUAGES

- **English** - Fluent
- **Sinhala** - Fluent
- **Hindi** - Basic (Oral)

## SKILLS

- Excellent communication skills. Recognized for exceptional customer service, knowledge of technology, professionalism and competency.
- Earned Award of Service Excellence, Proficiency certified on promoting products and Management Trainee.
- Demonstrated ability to operate computer applications and banking specific software.
- Regularly rewarded by management for job performance, reliability, multitasking with excellent attention to detail, speed, problem solving, efficiency, accuracy, and ability to meet deadlines.
- Specialist with strong organizational skills and the ability to work unsupervised.
- Excel in handling cash, customers and the issuance of corporate checks, money orders and knowledge on accountancy.
- Recruited and trained on procedures to increase office efficiency and accuracy.
- Strong leader and team player; demonstrated ability to work effectively with people at all levels of the corporation.

## EXPERIENCE

UAE Exchange Centre LLC, Dubai, UAE. 2007-2010

Department: Operations

**Position: Officer**

### Description:

- Maintaining proper cash limits, cashing checks, accepting deposits, issuing cashier's checks, money orders, transfers, and handling large amounts of currencies.
- Handling database system, Send and receive of cash checks.
- Handling lobby operations.
- Maintaining customer registrations and handling customer anti money-laundering issues as Assistant Branch Compliance Officer.
- Customer Service.
- Opening of NRFC accounts.
- Promoting products and handling new and ideal customers.
- Handling day end reports and administration work.

Isuru Finance Co. Ltd, Kandy, Sri Lanka.

2006

Department: Operations and Accounts

**Position: Management Trainee**

**Description:**

Training on Management issues and recovering them, Data entry, Leadership, Quality Customer Service, Decision making and Planning, Reports handling, marketing, managing accounts receivable and payable billing services, and tracking on annual budgets.

## ➤ PROFESSIONAL QUALIFICATIONS

- Sri Lanka Institute of Information Technology, Malabe, Sri Lanka  
**Diploma in Information Technology – 2 Years**
- Gateway Center for Information Technology, Kandy, Sri Lanka  
**Diploma in Computer Studies – 6 Months**
- KCC Institute for Computer Studies, Matale, Sri Lanka  
**Certificate in Computer Applications – 6 Months**

## ➤ JOB RELATED AWARDS & ACHIEVEMENTS

- UAE Exchange Centre LLC – Service Excellence Award – July 2008
- UAE Exchange Centre LLC – Proficiency in the category of Highest Xpress Money – April and May 2008

## ➤ EDUCATION QUALIFICATIONS

- Passed G.C.E. (O/L) Examination in 2000 with 5 Distinctions and 6 Credits - 1st attempt  
ST. Thomas, Girls School Matale, Sri Lanka
- Passed G.C.E. (A/L) Examination in 2003 with 4 Credits (Commerce Stream) - 1st attempt  
Girls' High School Kandy, Sri Lanka

**Reference upon request**