

# Curriculum Vitae

## Dinithi Niranthara Munasinghe

Address : No. 123, Thalpathpitiya Road, Udahamulla, Nugegoda

Mobile : (+94) 778 236 351

Email : dinithimunasinghe@ymail.com



## Career Objectives

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Looking forward to work in a challenging environment that would bring out the best of me, and thereby contribute continuously towards fulfilling both corporate objectives and my personal goals. I would like to develop my career and to diversify my experience as an all-rounder while utilizing and developing the knowledge, skills & competencies.

## Profile & Skills

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Young banker, currently attached to Treasury Operations of Citi Bank Sri Lanka as a banking assistant. I am a hard worker and a quick learner focused on customer relations and business objectives with achievement orientation. Proven leadership qualities with an ability to work on own initiatives or as a team player with high execution skills.

## Personal Information

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Name in Full	: Dinithi Niranthara Munasinghe
Gender	: Female
Date of Birth	: 17 <sup>th</sup> February 1994
Age	: 24 years
Nationality	: Sri Lankan
Marital Status	: Single
School Attended	: Musaeus College

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## **Professional Experience**

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### **Current Job Responsibilities Citi Bank Sri Lanka - Banking Assistant (Treasury Operations Department since April 2017)**

- Processing of Interbank and client transactions in the Fixed Income desk.
- Processing of client repurchase transactions – Placements and maturities.
- Record keeping for Fixed income and Repo transactions.
- Preparation and circulation of daily reports/ MIS reports to internal stakeholders.
- Daily regulatory reporting to Central Bank of Sri Lanka.

### **Union Bank of Colombo PLC - Banking Assistant (Treasury Operations Department from June 2016 to April 2017)**

- Processing of primary dealer unit transactions in Fixed income/Repo.
- Processing of foreign exchange transactions.
- Preparation of reports and statistical information with regard to Fixed income and FX products for submission to Central Bank of Sri Lanka and to internal stakeholders.

### **Union Bank of Colombo PLC - Trainee Banking Assistant (Retail Liability Sales Department from January 2015 to June 2016 )**

- Support the HR recruitment process in recruitment of liability sales staff .
- Arrange other administration needs of sales staff .
- Maintenance of an accurate staff register and their performance.
- Prepare and report liability staff incentives for the monthly payroll based on their performance  
Preparation of MIS reports timely and accurately.

### **Union Bank of Colombo PLC - Trainee Banking Assistant (Call Center from January 2014 to January 2015 )**

- Handling all inbound and outbound calls.
  - Conducting Rate Surveys and preparing MIS reports to the management.
  - Facilitating client telephone banking and utility payments.
  - Canvassing Savings/Current deposits to contribute to the account base.
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## **Educational Qualifications**

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- Completed Certificate Program on Treasury and Foreign Exchange Operations Conducted by Central Bank of Sri Lanka
- Currently reading for CIMA Operational level
- Completed Diploma in Applied Banking and Finance(DABF) at Institute of Bankers of Sri Lanka.
- Completed AAT foundation level at Association of Accounting Technicians of Sri Lanka
  
- General Certificate of Education Advanced Level Examination – 2013

Accounting	-	A
Business Studies	-	A
General English	-	A
Economics	-	B

- General Certificate of Ordinary Level Examination – 2010

Mathematics	-	A
Commerce	-	A
English	-	A
Religion	-	A
Sinhalese	-	B
Science	-	B
History	-	B
Information and Technology	-	B
English Literature	-	B

## **Extra-Curricular Activities**

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- Active member of School Media Unit
- Achievements at inter school/ inter house singing competitions.
- Member of School ICT Society.
- Represented Sunday School in All Island Competitions

## **Referees**

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The following persons who are non-related to me offer themselves as references.

- **Mr. Malinda Perera**

Assistant Vice President - Retail Liability Sales Department

Union Bank of Colombo PLC  
No 64, Galle Road, Colombo 03.

Mobile : 0773339116

- **Mr. Thepul Ginige**

Senior Lecturer/ Program Coordinator

Universal College Lanka  
No 503, Sri Jayawardenapura Mawatha,  
Rajagiriya, Sri Lanka.

Mobile : 0774077748 / 0714803326 [thepul@ucl.lk](mailto:thepul@ucl.lk)

I hereby certify that the information given above is true and correct to the best of my knowledge and if I were selected for the post I shall perform my duties to the best of my ability.

Dinithi Munasinghe

05<sup>th</sup> August 2018

