



My Focus

Providing a world-class banking-service: Always in mind progress and growth as a profitable catalyst across the nation – as your best recognized / rewarded team player.

My Vision

Fostering relationship with your clients, while introducing innovative techniques to achieve best service excellence.

Education

25.03.2014	Certificate of Appreciation Award for Remittance Business with the Bank Of Ceylon and the Sampath Bank of Sri Lanka (both located in SE Asia).
26.03.2012	Supervisory Officer Promotion: National Savings Bank in Colombo, Sri Lanka.
17.07.2006	Sales and Marketing certificate Training Forum: selling techniques by a South East Asian trainer.
03.12.1993	IT Diploma in computer studies, at 'Data Management System (DMS), the training centre in Colombo, Sri Lanka.
30.08.1992	General certificate of education: 'Good Shepherd Convent' Colombo: advanced.
25.12.1989	General certificate of education: 'Saint Pauls Girls Convent' Colombo: ordinary.

PC / IT / Languages

IT:	Word Perfect, and Dbase 111 Plus
Systems:	Operating System MS-DOS, and MS-Windows 8, plus MS-Office 2010.
Programmes:	Lotus 123, MS-Word, MS-Excel, MS-ACCESS and MS-Power Point.
30.08.1992	Languages: English and Business English (Advanced levels); French (A1 level) and Sinhalese (mother tongue).

Hobbies / Mobility / Social project

29.08.1997	Driver licence A1; running and playing badminton; supporting Mother Teresa's orphanage in Moratuwa (near Colombo).
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Personal Data

Name/surname:	Mrs Angelina R. N. de Silva
Address:	Colombo City, Sri Lanka; <i>You may ask for more details.</i>
Title(s):	Officer at the National Savings Bank Remittance Officer of Alzaman Exchange
Phone/Skype:	+94 (0) 12 - 30 - / and Skype ID: <i>by request.</i>
Mobile:	+94 (0) 24 - 07 - / <i>in response to a request.</i>
Email:	@ <i>after written statements only.</i>
Date /Place of Birth / Nation:	1973 in Colombo, Sri Lanka (SE Asia). Sri Lankan (Ceylonese) nationality.
Family status:	Not married, one child (10) in secondary school Colombo.

Work Experience

07.14 - present:	Planning the own enterprise: as additional side business.
09.13 - 07.14	Remittance Officer of Alzaman Exchange in Qatar, in the Middle East: investing energies to SE Asian clients, cash Management, remittances and currency exchange.
07.12 - 08.13	Secretary of the Nine International Recruiting Company in Qatar, using MS-Office and other tools to produce the daily correspondence including necessary documentation, maintaining presentations, records, spreadsheet in the NI Recruiting database. Furthermore, providing training and supervision of junior staff of the company: delegating the work as required, checked data and statistics, arranging both, the in-house and external events, for their clients.
05.92 - 06.12	Banking officer with National Savings Bank in Colombo: The expertise includes the opening of foreign currency accounts, debit/shopping cards, preparation of purchasing items, also including the handling of database operations.

CMB 02.2015 Signature (A. d. S.)

Please note: References can be provided after written statements.

Social network: <http://www.Linkedin.com> | international communication.

F. A. Q. | Notes:

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++ Thank You for + Your attention + Your interest and + Your esteemed time in advance. ++