

Fathima Sumaiya

Address : 556/1, Aluth Mawatha, Colombo 15.

Mobile : 0728955567

E mail: fathimasumaiya690@gmail.com

WORKING EXPERIENCE

Worked as a finance process Assistant at John Keells Holdings Group shared service company infomate (Pvt) Ltd from 2015 March to 2015 September.

Worked as an Operations Assistant at Al-Falaah Islamic Business Unit, LOLC Finance PLC, Colombo since 2015 September to 2017 February.

Job Profile

- Worked in SAP system to process Invoices of the company. (FB60, FB65, FB40 etc.)
- Worked in ERP system in order complete reports and also to complete the tour plan system for the company
- Cross trained in Bank Reconciliation
- Backup for employee salary expenses.
- Preparation of Monthly Reports for Fixed Deposits and Saving Accounts Category wise
- Communication with clients and maintain excellent client relationship
- Channels Coordinator for product activities.
- Liaison officer for ERM, HR and Admin related activities
- In-bound & outbound call handling, front office services, handling inquiries & customers

EDUCATION

- **Northumbria University**
Newcastle,UK

➤ Second year undergraduate in BSc. Business & Management (Hons)

- **Imperial College**
Colombo 03.

➤ CIMA operational Level
➤ CIMA Certificate Level

- **All Saints' College**
Colombo 08.

GCE Advanced Level, August 2014(Commerce Stream)

Business Studies	A
Accounting	C
Economic	C
General English	S
General Information Technology	B

GCE Ordinary Level December 2011

Business Studies & Acc;	A
English	B
Sinhala	B
Health	B
Islam	B
Science	C
Drama	C
History	S
Maths	S

EXTRA CURRICULAR ACTIVITIES

- Secretary of the English Literary Association
- Member of School Western Band
- Member of School Quire Group
- President of School Commerce Union
- Member of School Netball Team

PERSONAL INFORMATION

Citizenship : Sri Lankan
Date of Birth : 24-06-1995
Gender : Female
Marital Status : Single

REFERENCES

Mr. Thushara Perera (B.sc.MCPM)
Head-Regional Business Unit
Debug Computer Peripherals (PVT) Ltd.
No:-58,
42nd Lane,
Colombo-06.
Mobile:-0772914106

Ms. Shafinaz Careem
Recovery Officer
Al-Falaah Islamic Business Unit,
LOLC Finance PLC.
Mobile:- 0777447476

