

Thisaru Kapuge

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Kamloops,BC (250) 879-4661 kapuguet22@mytru.ca

PROFESSIONAL SUMMARY

- Accounting co-op student with excellent technical proficiency in Accounting, Financial Analysis and Database Management
- Over 10 years of experience in banking, finance, marketing and information systems developed through retail customer service
- Passionate approach to developing new skills and building network with customers and peers
- Having an analytical mind with high accuracy, accountability and attention to detail

EDUCATION

Thompson Rivers University

September2023 - Present

Post Baccalaureate Diploma in Accounting

Kamloops,BC

3RD SEMESTER- 4.12GPA

Sabaragamuwa University of Sri Lanka

August2005 - September2009

Bachelor of Science Financial Management

Belihuloya,Sri Lanka

3.26 GPA

-Completed a 06 month internship in Sri Lanka Telecom Plc-worked under the senior accountant and assisted with general accounting functions.

RELEVANT COURSE WORK

Financial Accounting : Accounting Standards, Financia Analysis, Critical Thinking

Financial Management : Decision making, Strategic Planning, Investment Analysis

Auditing & Taxation : Internal Controls, Analytical Skills, Tax Compliance

Business Communication : Interpersonal communication, Professional writing

Management Information Systems: Database Management, Proficiency in MS Office suit

Employment History

Commercial Bank of Ceylon PLC

January 2012- July2023

Banking Trainee, Customer Executive Assistant

Kandy, Sri Lanka

- Provided outstanding customer service by giving efficient financial advisory service
- Assisted with branch operations department to manage the client database
- Processed financial transactions with a high degree of accuracy and accountability
- Organized and prepared business opening and closing responsibilities
- Handled retail credit appraisals complying to internal credit policies and standards consistently adhering to strict deadlines
- Managed financial records -month end balancing, reconciliations, monthly marketing plans and annual budgeting

Volunteer Experience

Kamloops Immigrant Services, BC

April 2024- Present

Volunteering Assistant

- Assisting with organization of special events for kids and their parents.
- Working as a team to maximize the effectiveness of the event with time management skills

Commercial Bank of Ceylon Plc, Sri Lanka

January 2019-January 2020

Secretary-Sports Club

Kandy,Sri Lanka

- Handled meeting management, record keeping and member communication
- Supported organizing extra events and compliance with bank internal policies

Assistant Treasurer -Sports Club

January 2021- December 2021

- Assisted in maintaining financial records and reconciliations and preparing financial reports provided necessary financial data during internal audits
- Handled and assisted with budgeting, financial Planning and reporting of financial records

References Available Upon Request

