

Hemal Samaranayake

Nationality : Sri Lankan
Gender : Male
Age : 53 Years
Current occupation : Student at ICL Graduate Business School (Level 9 – Masters of business Informatics)
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Career Objective

To grow in a progressive organization as a professional banker where the blend of my 30 years' experience and enhanced professional educational skills can help in achieving the goals of the company. I would like to exploit my potential and sense of obligation for the benefit of the organization.

Professional and Academic Qualifications

- Master of Business Administration
- Diploma in Banking and Finance
- Associate member of The Institute of Bankers of Sri Lanka

Personal capabilities and attributes

- A cordial team member
 - A good communicator and a negotiator
 - A strategic driven person to achieve goals
 - Ability to make decisions promptly
 - Ability to adopt and do multitasking
 - Reliable, Trustful, Loyal, Humble and Modest are my personal attributes
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Experience Summary

Organization	Position	Period	Industry
DFCC Bank PLC	Senior Manager – Branch Operations	Apr 2013 to Feb 2023	Commercial Banking
	Manager – Network Services Unit		
	Assistant Manager – Inspection Unit		
Seylan Bank PLC	Senior Executive – Recoveries	Apr 1992 to Mar 2013	Commercial Banking
	Assistant Branch Manager- Talawakelle Branch –		
	Credit Officer – Grandpass Branch		
	Sub Officer / Cash Officer – Grandpass Branch		
	Teller – Nugegoda Branch		

- DFCC Bank PLC** : A private bank in Sri Lanka
- Division** : Central Branch Operations
- Position** : Senior Manager (Over looking 85 staff members, including 05 Managers)
- Period** : From Feb 2020 to date
- Reported to** : The Vice President
- Organization Size** : Large scale, over 2000 staff, Annual Revenue LKR 5.624 Million
- Accountabilities** :
- : Implement strategic plans to achieve corporate objectives such as deposit targets, lending targets, recoveries and monitoring and cross selling functionalities
 - : Supervising of branch cash operations and credit operation functionalities in all sub units thereby assuring the standard approaches are in place in order to comply with bank's internal guidelines with the branch network.
 - : Authorizing deviation approvals in terms of operation policy guide lines in accordance to the delegated authority.
 - : Allocate the staff resources effectively in order to reach the maximum output.
 - : Final Administrator for user profile creation and changes
 - : Second in command in the department for supervision and resource allocation to ensure the efficiency of the department.
 - : Ensuring that branch staff will perform their duties in service level standards with minimum repetitive lapses.
 - : Drive the teams and monitoring service levels, staff productivity, enforcing standards and procedures.
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Position : **Manager** (Over looking 85 staff members, including 05 Managers)
Division : **Network services Unit**
Period : From Oct 2016 to Jan 2020
Reported to : Assistant Vice President
Accountabilities : Supervised the back office service teams and monitored service levels, staff productivity, enforcing standards and procedures.
: Reviewed day-to-day functionalities where the co-ordinations are with branches and educate the branch staff for perfect documentation assuring compliance and mitigating risk concerns towards process improvements continually.
: Maintained a high standard in account opening procedure, responding to service requests, and account level customer maintenance.
: Administrated the inward clearing to abide by process cut-off time.
: Administrator of the Central processing entry validation unit.
: Permanent Member of the Bank's Resource Training panel conducted by the Human Resources Unit.

Position : **Assistant Manager**
Period : From Apr 2013 to Sep 2016
Reported to : Manager
Accountabilities : Reviewed functionalities of the branch network depending on the remote review and provide suggestions and recommendations on operational risk areas, deviations from operational manual, special circular instructions, and compliance requirements on the theme of "Quality Assurance"
: Conducted inspections
: Conducted investigations in fraudulent and unethical banking practices and report them to audit committee and the Chief Operating Officer.
: Contributed operational suggestions to version upgrade of the Bank operational Policy.

Detail Career History

Seylan Bank PLC : **A private bank in Sri Lanka**
Positions : **Senior Executive (EXO II)**
Division : **Leasing / Recovery**
Period : From Jan 2009 to Mar 2013
Reported to : The Chief Manager
Organization Size : Large scale, over 3000 staff, Annual Revenue LKR 10,000 million
Accountabilities : Negotiating recovery plans with non-performing clients.
: Rescheduling and initiating legal action
: Handled the Watch list of the Lease portfolio
: Officiating the tenders/auctions on ceased vehicles.

Positions : **Branch Assistant Manager**
Division : **Talawakelle Branch**
Period : From Feb 2005 to Dec 2008
Reported to : The Chief Manager
Accountabilities : Supervision and authorization of front office and back office of the entire branch operation.
: Responded to top client queries and provided solutions and suggestions.
: Preparation of branch statistics in terms of budget and forecasting
: Handles staff performance evaluations in accordance with the KPI 's job description.

Positions : **Credit Officer /Trade Services Officer - Executive Officer (EXO I)**
Division : **Grandpass Branch**
Period : From Jan 2000 to Feb 2005
Reported to : The Senior Branch Manager
Accountabilities : Supervision and authorization of front office and back office of the entire branch operation.
: Responded to top client queries and provided solutions and suggestions.
: Preparation of branch statistics in terms of budget and forecasting
: Handles staff performance evaluations in accordance with the KPI 's job description.

Positions : **Cash Officer / Current Account Officer - Executive Officer (EXO I)**
Division : **Grandpass Branch**
Period : From Aug 1995 to Dec 1999
Reported to : The Senior Branch Manager
Accountabilities : Supervision and authorization of front office and back office of the entire branch operation.
: Responded to top client queries and provided solutions and suggestions.
: Preparation of branch statistics in terms of budget and forecasting
: Handles staff performance evaluations in accordance with the KPI 's job description.

Positions : **Banking Assistant / Teller / Customer Service**
Division : **Nugegoda Branch**
Period : From Apr 1992 to Jul 1995
Reported to : The Branch Manager
Accountabilities : Supervision and authorization of front office and back office of the entire branch operation.
: Responded to top client queries and provided solutions and suggestions.
: Preparation of branch statistics in terms of budget and forecasting
: Handled staff performance evaluations in accordance with the KPI 's job description.

Reference

1. Indika Rathnayaka
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 2. Pavitra Dias
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