

# Rathanajothi Sanjeth

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No: 73/1, Alwis Place Colombo-13, Sri Lanka.

I am an energetic, ambitious person who has developed a mature and responsible approach to any task that I undertake, or situation that I am presented with. As a person with 5 + years' experience in the Finance Industry and working closely with the Senior Management, I am excellent in working with others to achieve a certain objective on time and with excellence.



## PROFESSIONAL EXPERIENCE

**Senior Executive Personal Assistant to Chief Operating Officer**

**March 2018 - December 2021**

**Asia Asset Finance PLC [AAF], Colombo.**

- Support the COO by providing a high standard of personal executive level assistance to meet the needs of the COO's objectives, including a significant amount of diary management, setting up meetings, hospitality, and travel and visa arrangements worldwide.
- Support the Executive Leadership Team, Board of Directors and Committee members as required with setting up meetings, drafting agendas, taking minutes at meetings, circulating papers.
- Work closely and provide proactive support to the Executive Leadership Team, including administrative support, travel arrangements, processing expenses, visa applications, greeting visitors and ensuring the consistent application of all ABE policies and procedures.
- Undertake a range of Governance duties, including amendments to Directors details with Companies House, company insurances and health and safety requirements. Developed a parallel processing web scraper module using python libraries.
- Comply with data protection legislation, manage company files and filing (both electronic and hard copy), archiving or disposal of documents when appropriate.
- Prepares reports by collecting and analyzing information and submitting them to the Top Management and Board of Directors. Preparing Business Plan and Strategic plans under the guidance of the COO.
- Engaging in Branch opening activities and arranging branding, administration works and coordinating with relevant departments and participating in Acquisition and merging activities along with the COO.

**Human Resource Executive**

**June 2016 - March 2018**

**Asia Asset Finance PLC [AAF], Colombo.**

### Recruitment:

- Conducting recruitment/exit interviews and recording them accordingly
- Facilitating newcomers joining formalities
- Reviewing & updating job descriptions for all positions regularly
- Issuing Letter of Offer/Intent/Employment to the selected candidate
- Conduct orientation program and briefing to new employee

#### Compensation & Benefits:

- Individually handling the payroll and monitor leave and attendance.
- Handling monthly payroll and yearly forms for employees.
- Liaising with all government agencies to ensure adherence to compliance laws and regulations
- Follow up on confirmation records statutory obligations - PF, ESIC, taxes, gratuity, bonus etc.

#### HR Administration:

- Communicating and explaining the organization's HR policies to the employees
- Handling administration of all contract labor.
- Preparing and submitting all relevant HR letters/documents/certificates/ attendance as per the requirement in consultation with the management
- Draft and update of documents such as job descriptions, employee handbook, performance appraisal, forms, SOP, policies and other HR related documents.

#### HR Management:

- Handling all employee enquiries & grievances.
- Dispute settlements according to labor law, Factory rules & compliance guidelines. Educational Requirements
- Preparing Board Paper and Meeting Reports for the Senior Management Meeting.
- Preparing Needed reports for the Internal, External Audits and Central Bank Audits.

#### **Junior Executive Branch Coordinator Asia Asset Finance PLC, Colombo 03.**

**September 2015 – June 2016**

- Works closely and provides input to the Assistant Branch Manager and Branch Manager to fulfill the daily requirements needed to continually improve branch performance.
- Prepare reports, scheduled and upon request, pertaining to Senior Management which may be used for strategic planning, Status update on the current approval pipeline files, and the like; all reports are subject to approval
- Has authority in the absence of the Branch Manager for all logs and monthly self-assessment reports and directly responsible for monitoring and facilitating all Marketing target approvals in accordance with Company policy.
- Coordinate branch schedules, anticipate branch staffing needs, and problem-solve to ensure service to customers is not interrupted and branches are sufficiently staffed
- Review Branch Marketing Staff timesheets for non-exempt employees for accuracy and submit to Supervisor for final approval
- Execute administrative duties that include, but are not limited to, copying, scanning, binding, print production, and the like; this may involve performing backroom functions as necessary to ensure the ongoing integrity of Head Office Operations Department Team
- Coordinating the documentation with Company lawyers. Arranging Payments for the lease, Lending, Mortgage files.

#### **Customer Care & Operations Assistant [Deposit Officer] Citizens Development & Finance PLC**

**August 2014 – August 2015**

- Coordinating New Deposits, Withdrawals, and Pledge Loans.
- Preparing necessary weekly reports for submission to the Head Office
- Responsible in maintaining Customer Relationship all the times.
- Placing all records in system.

## EDUCATION QUALIFICATION

G.C.E. Advance Level (2012) - 1 B, 2C in Commerce Stream | General English – C | General IT - C  
G.C.E. Ordinary Level (2009) – 4 A’s, 2 B’s, 2 C’s

## PROFESSIONAL QUALIFICATION

Completed CIMA Diploma in Management Accounting. (Operational level)

## OTHER QUALIFICATION

- Diploma in Business Management (2011- IDM CC#3)
- Diploma in Business English (2012- Oxford College of Business-Distinction)
- Diploma in MS OFFICE (CSC)

## AWARDS & ACHIEVEMENTS

- Attained General Proficiency in school level Exams (2005-2011)
- Awarded First prize in Web designing & Presentation.
- Awarded First prize in Short poetry Competition.
- Member of IT Union.

## OTHER PERSONNEL INFORMATION

**Date of Birth:** 09<sup>th</sup> December 1993

**NIC:** 938440034V

**Marital status:** Married

<p>Mr. M. Thiruneelakandan</p> <p>General Manager Tel No: +077 778 4880 Email: neelakandan@asiaassetfinance.lk</p> <p>Asia Asset Finance PLC, No 76, Park Street, Colombo 02.</p>	<p>Mr. Roshan Gunasekera</p> <p>Chief Operating Officer Tel No: + 077 7264661 Email: roshan@asiaassetfinance.lk</p> <p>Asia Asset Finance PLC, No 76, Park Street, Colombo 02.</p>
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I do hereby certify that the above facts given by me are true & accurate to the best of my knowledge.

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Date

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Signature