



MAHEESHA KAVINDI

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Amaradisi, Kuleegoda,
Ambalangoda, Sri Lanka.

[in](#) [Maheesha Kavindi](#)

OBJECTIVE

A motivated and versatile professional with experience in banking operations, customer service, training, and early childhood education. Possessing strong skills in cash handling, documentation, communication, administration, and customer relationship management, with academic qualifications in Chartered Accountancy (First Level), Human Resource Management, Marketing Management, English, and ICT. Seeking an opportunity to contribute my organizational skills, adaptability, and commitment to excellence while developing my professional career in a challenging and growth-oriented environment.

WORK EXPERIENCE

Banking Assistant / Trainer | 08 September 2022 - 17 April 2023

People's Bank, Ambalangoda, Sri Lanka.

Responsibilities:

- Worked as a Pawning Cash Counter Assistant, supporting daily pawning-related cash transactions and customer services.
- Handled cash counting, verification, balancing, and safe handling of daily cash collections.
- Assisted customers with pawning services, payment processing, and related documentation.
- Supported front-office banking operations and provided customer assistance for routine banking services.

Preschool Teacher | 01 March 2022 - 01 September 2022

Sasmitha Preschool, Sri Lanka.

Responsibilities:

- Supported children's cognitive, emotional, physical, and social development.
- Guided children in developing good habits, discipline, teamwork, and positive behaviour.
- Used storytelling, songs, art, crafts, and play-based learning methods to improve children's learning experience.
- Monitored children's progress and provided individual attention based on their learning needs.

EDUCATION

Undergraduate of Business Management Special Degree

Faculty of Management and Finance, Department of Business Management, University of Ruhuna, Sri Lanka.

GPA: 3.368 (Yet to)

PROFESSIONAL QUALIFICATIONS

Reading Chartered Accountancy – First Level

Completed Diploma in Human Resource Management

LPEC Private University, Colombo, Sri Lanka.

Completed Diploma in Marketing Management

LPEC Private University, Colombo, Sri Lanka.

Completed Diploma in English Diploma - 03 Levels

Aquinas College, Borella, Sri Lanka.

Completed Course in ICT

Open University of Ambalangoda, Sri Lanka.

ACADEMIC RESEARCH & PROJECTS

- **Following Factors Influencing Impulsive Purchasing Intention Among Buy Now Pay Later (BNPL) Users – Evidence from Koko Users in Sri Lanka.**
Research Progress: Completed Introduction Chapter, Literature Review, and Methodology Chapter
Software Used: IBM SPSS
- **Business Analytics Dashboard Development**
- **Enterprise Resource Planning Application Presentation**
- **Culture & Leadership Assignment regarding Elon Musk: Leadership traits, behaviour, style, and transformation towards business success**
- **Strategic Management Project**
- **Assignment related to Project Management subject (Ridma Yathra)**

LEADERSHIP & ACHIEVEMENTS

- Group Leader of Academic Projects at University of Ruhuna (2024–2026)
- Leadership Programme Coordinator – SPARK (2025)
- Student Coordinator of SPARK Freshers’ Orientation Programme at University of Ruhuna (2025)
- Organizing Committee Member of YAYA 04 – University of Ruhuna (2024)
- Team Leader of School Scrabble Team – 2018
- Drama Competition – 3rd Place in All Island Competition (2016)
- President of the Buddhist Association in School – 2016
- Writing Competition – 1st Place in Provincial Drama Competition (2015)
- Group Leader of stalls organized to collect money for university events and department field visits
- School Prefect Board Member
- School Class Monitor from Grade 06 to Grade 13

PROFESSIONAL DEVELOPMENT

- Research Methodology Workshop Series at University of Ruhuna | 2026
- Microsoft Excel Workshop at University of Ruhuna | 2026
- CV Writing Programme at University of Ruhuna | 2026
- Leadership Development Programme at University of Ruhuna | 2024

KEY SKILLS

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| • Data Entry & ICT Skills | • Teamwork & Problem Solving |
| • Account Opening Support | • Basic Accounting Knowledge |
| • Training & Knowledge Sharing | • Marketing & Promotional Activities |
| • Administration & Documentation | • Communication & Interpersonal Skills |
| • Banking Operations & Cash Handling | • Time Management & Organizational Skills |
| • Customer Service & Relationship Management | • Classroom Management & Child Development Support |

LANGUAGES

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| • English - Fluent | • Sinhala - Native |
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REFERENCES

Ms. Madhavi Wijesekara Senior lecture University of Ruhuna, Sri Lanka. Tel: +9477 490 0536 Email: madhaviwijesekara@mgt.ruh.ac.lk	MR.W.M. Rohan Laksir Senior lecture University of Ruhuna, Sri Lanka. Tel: +9477 200 4911 Email: rohan@badm.ruh.ac.lk
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I do hereby declare that the above information is true and accurate to the best of my knowledge.