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| **Aloshius** Abu Dhabi, UAE • C/o 971505891826Aloshius.331935@2freemail.com  |  |

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| Qualifications Summary |  |
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Accomplished professional with extensive experience in banking sector. Well prepared to transition for sales, logistics, and supply chain manager roles.

* **Customer Service:** Articulate and refined communicator; fostered strong rapport among peers, managers, and customers at all levels as well as cultivate strategic relations with high net worth clients. Instrumental in increasing customer retention and satisfaction levels.
* **Team Leadership:** lead, train, and motivate a cross-functional team to achieve organisational goals and targets, whilst working in a dynamic and challenging environment.
* **Relationship Building:** Expertise in enhancing operational efficiency by developing and maintaining strong business relations with key clients, suppliers, and vendors.
* **Operations Management:** Increase functional excellence through proactive managerial competencies. Streamlined and evaluated work activities to achieve bottom-line results.
* **Key Strengths:** Fluent in English, Hindi, and Malayalam with excellent communication and writing skills. Proficient in Microsoft office suites, including Excel, Word, and Power Point.

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| Educational Background |  |
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**Master of Business Administration in Operation Management**, 2016

Jaipur University, Jaipur, India

**Bachelor of Arts in Journalism**

Bangalore University, Bangalore, India

**Bachelor of Arts in Economics**

M.G University, Pathanamthitta, Kerala

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| Professional Experience |  |
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ADCB BANK, Abu Dhabi

**Credit Analyst** (2013 – Present)

Review personal loan and credit card application for the customer. Monitor bank policy, customer passport and residential details appropriately and provide approval for the loan and credit card.

*Selected Contributions:*

* Researched appropriate financial information of companies by identifying potential risk and analysing proper credit data.
* Generated accurate reports and deliver final results to senior management while making right decisions based on lending and credit-worthiness.

UAE EXCHANGE, Jabelali, Dubai

**Chief Cashier, Customer Service Supervisor** (2011 – 2013)

Conducted cash management activities during daily transactions at the end of shifts. Checked amounts through utilisation of computers, calculators, and adding machines. Received payment by cash, credit cards, checks, and vouchers for accuracy of deposit slips. Addressed and resolved cash management errors to ensure completion of debits and credits transaction.

*Selected Contributions:*

* Inspected endorsements of checks and verified further information, including dates, bank names, and receiving payments person’s identification while entering records into computers.
* Obtained an award best employ of 2011 and performer of 2010.

T. CHOITHRAM, Rashidhiya, Dubai

**Accountant** (2006 – 2011)

Ensured seamless management of accounts functions by developing and implementing new plans. Delivered full assistance for inspection of LPOs, suppliers’ invoices, GRV’s, and submitting reports. Collaborated with different departments to regulate compliance of essential information.

*Selected Contributions:*

* Implemented an effective accounting system in order to identify credit and debit notes based on supplier statement reconciliation.