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| New_logoContact HR Consultant for CV No: 2097192E-mail: response@gulfjobseekers.comWebsite: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>  |

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| **CAREER OBJECTIVE** |
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| Seeking a position in an organization which will enable me to use my talents and ability to the maximum and contribute to the growth of organization as well as myself. |
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| **PROFESSIONAL EXPERIENCE – 8 YEARS** |
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| **June 2012 to** **Present****February 2009** **to may 2011****April 2007 to Nov 2008** | **TELLER****Uaexchange Centre L.L.C,Ajman Sannaya Branch.****Principal Accountabilities as Foreign currency Cashier*** **Buying & selling of all major Foreign Currencies, Updating daily FC rates and daily FC transfer to Forex Dept taking care of Branch’s FC margin**
* **Cash verification and arranging cash for daily Funding**
* **Negotiating with Corporate Clients in fixing the Transfer & FC rates**
* **Monitoring the Branch’s Day Activities & for the effective handling of Customer Queries & Complaints**
* **Sending Outward & Receiving Inward transactions with respect to the Central Bank’s AML Guidelines**
* **Providing adequate training & guidance to the cashiers**

**Achievements*** **Selected as UAE Topper in the category of FC Cashier for 8 times**
* **Selected as Branch top Performer in the category of FC Cashier for 10 times**
* **Selected as Area topper in the category of Fc Cashier in Northern Emirates Area 2 for 8 times**
* **Selected as Employee Of The Month**
* **Selected as Excellent Performer for the year 2014**
* **Selected as Excellent Performer for the year 2015**
* **Selected as FC Champion for the year 2016**

**Office Administrative Assistant****Cisnet Computer Technologies, Kannur, Kerala, India.****Principal Accountabilities as Office Administrative Assistant*** Guide the students about the best computer courses that match according to their needs
* Help Customer in buying the best assembled computers according to their choice
* Enter the data of the students and customer in the system
* Helps in preparing estimations and quotations
* Office Co-ordination
* General Administration
* Marketing Administration
* Administrative Support to Management Team
* Assists office staff in maintaining files and databases
* Assigns jobs and duties to office staff as needed
* Monitors office operations
* Tracks office supply inventory and approves supply orders
* Organize and maintain filing systems, employee time & leave records.
* Attend, screen and divert all incoming calls.

 **Customer Care And Back Office Executive****CAMS (Computer Age Management Services) Kannur, India****cams is the registrar and transfer agent to almost 15 mutual companies in india (tata,sundaram,hdfc,kotak,dsp,hsbc,aig,sbi,etc)**Principal Accountabilities as Customer Care And Back Office Executive:* Handle walk in clients (enquiers about funds)
* Receive customer calls of requests for products and services.
* Help customers to resolve their queries.
* Process the applications received (redemption, fresh purchase etc..)
* Report to the back office(to report about daily logins to respective back office)
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| **March 2006 to****January 2007** | **Sales Promotional Executive** **HDFC Bank Kannur, India** Principal Accountabilities as Sales Promotional Executive: * To promote sales of various banking products like Savings Account, Current Account,NRI Account, Insurance, Home Loan, Personal Loan etc....
* Maintain and develop good relationship with customers through personal contact or meetings or via telephone etc.
* Record sales and order information and report the same to the sales department.
* Inform the sub office about the daily logins
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| **July 2005 to****Jan 2006** | **Insurance Advisor:****ICICI prudential insurance company, Kozhikode, India** **Principal Accountabilities as Insurance Advisor*** Convey the clients about the various insurance plans of the company, thus by promoting sales and achieving the target of the company.Their by helping the company for its growth.
* Prepare and fill up insurance forms and documents, certificates, etc.
* Provide excellent customer service and provide support to retain and acquire profitable business of the company.
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| **ACADEMIC QUALIFICATION** |
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| **2005** | **Bachelor of Commerce (B.Com)** (Financial accounting, cost accounting, and specialization in co-operations) University of Calicut. |
| **2002** | **Plus Two**Board of Secondary Education, Kerala |
| **2000** | **SSLC** Board Of Public Examination, Kerala |
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| **COMPUTER KNOWLEDGE**  |
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| **PHOTOSHOP** |
| **DIPLOMA IN COMPUTERISED INDIAN AND FOREIGN ACCOUNTING** |
| **GOOD WORKING KNOWLEDGE ON MICROSOFT OFFICE APPLICATIONS** |
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| **LANGUAGES KNOWN** |
| Excellent written and spoken knowledge of English, Hindi and Malayalam and spoken knowledge of Tamil. |
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| **SKILLS** |
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| * Analytical
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| * Team Leading
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| * Excellent Negotiation
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| * Office And Man Management
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| * Pro-Active With Positive Attitude
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| * Strong inter personal and communication skill
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| **PERSONAL DETAILS** |
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| **Nationality** | Indian |
| **Date of Birth** | 03rd May 1984 |
| **Marital Status** | Married |
| **Date Of Joining** | Immediately |
| **Visa status** | Employment (Company Sponsorship) |
| **Visa Expiry** | 31 July 2018 |
| **HOBBIES** |
| Reading books and listening music. |
| **DECLARATION** |
| I hereby declare that all the information given above is true to the best of my knowledge and belief   |