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| New_logo  Contact HR Consultant for CV No: 2097192  E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)  Website: <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) | |
| **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 | |
| **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 | | | |
| * Team Leading | | | |
| * Excellent Negotiation | | | |
| * Office And Man Management | | | |
| * Pro-Active With Positive Attitude | | | |
| * Strong inter personal and communication skill | | | |
| **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 | | | |