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|  **Priya**  **C:\Users\Compaq\Searches\Pictures\priya (2).jpg**Email Contact: Priya.375116@2freemail.com **PERSONAL INFORMATION:**Nationality:**INDIAN**Marital Status:**MARRIED**Date of Birth: **10 Jan 1987**Languages Known**:** **English & Hindi** Mother Tongue: **Malayalam**Visa Type**Husband Visa** | **CAREER OBJECTIVE**To seek a challenging position with an organization that has the vision and potentials for development, growth and expansion and at the same time maintain a high standard of performance and business ethics.**Proven Job Profile:****CITY EXCHANGE L.L.C. (U.A.E.)** **As Cash Desk Clerk / Foreign Currency Cashier:-****(May 2014 to May 2016)*** Processing financial transactions such as payments, cashing cheques, processing wire transfers, and various drafts.
* Receiving and processing customer financial transactions including deposits, withdrawals, (salary), cash transfers to various accounts and foreign currency exchange.
* Promoting bank products and services to satisfy customer’s financial needs and goals.
* Processing commercial and consumer transactions following established policies and procedures.
* Keeping track record of money market transactions and dealing with foreign exchange transactions settlement.
* Managing Foreign Exchange sales operations with settlement of money market transactions.
* Managing demand and supply of foreign exchange with the market changes.
* Solving and giving guidance to customers’ needs.

 **INFANT JESUS SCHOOL, KOLLAM, KERALA****Administrator / Correspondence-in-Charge (June 2011 – Sep 2012)*** Preparing necessary documents for renewal of license.
* Responsible for applying accounting principles and procedures to analyze financial information.
* Responsible for preparing accurate and timely financial reports and statements.
* Submission of accounts to the auditor and filing of audited accounts and reports.
* Ensuring accurate and appropriate recording and analysis of revenues and expenses.
* Handling disciplinary side of the institution.
* Disbursement of salary to the staff.
* Compiling and analyzing financial information to prepare financial statements including monthly and Annual Accounts.

**BAJAJ ALLIANZ LIFE INSURANCE CO. LTD, KOLLAM, KERALA** **As Retention Officer: (Oct 2010 to April 2011)*** Handling various customer queries
* Registering Customer complaints and Providing solution
* Branch renewal chasing
* Maintaining Sales Managers and Insurance Consultants records
* Providing Operation support to Sales managers and Insurance Consultants
* Preparing various Branch Reports
* Maintaining records for Audit point of view

**AREAS OF EXPERTISE*** **Finance**
* **Administration**
* **Marketing**

**STRENGTHS*** Honest, dedicated, loyal and committed to meet company goals and objectives.
* Interacting with customers on a personal level providing exemplary customer service.
* Confident, Enthusiastic, Team player and an ability to take ownership in solving

 issues & problems. * Ability to work under pressure.
* Ability to take tough assignments.
* Adaptive & sincere.

**QUALIFICATIONS:**

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| **MBA** – Finance & Marketing from Marthoma College of Management and Technology, Ernakulum, Kerala, India.**Bachelor of Commerce** (B.com Computer Application) from University Institute of Technology (U.I.T), University of Kerala, India. |  | **2008 – 2010** **2005-2008** |
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**IT / COMMUNICATION SKILLS:**• Proficient in MS Office packages: Word, Excel, PowerPoint (2007 Version)• Adept in E-mail applications and Internet Browsing and Web search.• Accounting – Tally 9 (Computerized Accounting)* **References:**

 References shall be furnished upon request. |