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| **Priya**  **C:\Users\Compaq\Searches\Pictures\priya (2).jpg**  Email Contact:  [Priya.375116@2freemail.com](mailto: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:**   |  |  |  | | --- | --- | --- | | **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** | |  |  |  |   **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. |