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| **JOSMY** |
| Josmy PP.jpg  **Email Id :**  [josmy-385806@gulfjobseeker.com](mailto:josmy-385806@gulfjobseeker.com)  **Visa Status: Visit Visa**  **Personal Information**  Sex **:** Female  Nationality **:** Indian Marital Status **:** Single Date of Birth : 13.06.1993  **LANGUAGES**   * English * Hindi * Malayalam   **Area Interests** Accounts Admin  Billing HR |

**Career Objective**

* To provide value added and quality service which will help to promote and contribute positively to the progress and reputation of the organization.
* To work towards fulfillment of objectives of the organization and also to achieve individual growth.

**Assets**

* Dedicated worker
* Willingness to undertake challenging responsibilities.

**Academic Profile**

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| **Course / Degree** | **Board** | **Year** |
| M.Sc Statistics | MG University | 2017 |
| B.Sc  Mathematics | MG University | 2014 |
| +2 | Science(Kerala) | 2011 |
| SSLC | CBSE | 2009 |

**Experience**

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| **Position** | **Years** |
| Junior Assistant | 23 July 2018- 9 Oct 2019 |

**Certification Course**

* STATISTICAL DATA ANALYSIS – Organised by Tropical Institute of Ecological science
* MS Office – NATIONAL CERIFICATE IN MODULAR EMPLOYABLE SKILLS

**Junior Assistant** (**23 July 2018 – 9 October 2019)**

* Accepting cash or checks for deposit
* Processing cash withdrawals
* Assisting customers with routine tasks such as ordering checks or bank cards
* Maintaining detailed records of all transactions in accordance with the bank’s policies
* Adhering to branch procedures for all transactions
* Verifying customer identification
* Validating and cashing checks
* Receiving and processing loan and mortgage payments
* Balancing all cash and checks in cash drawer at the end of each shift
* Resolving issues and concerns with customer accounts to the best of one’s ability
* Referring customers to other bank personnel as needed to resolve problems
* Opening new bank accounts
* Answering customer questions, explaining promotions, and suggesting appropriate accounts or opportunities that suit the customer’s financial profile and current needs
* Generating receipts for customer transactions
* Cross-selling bank products when appropriate
* Maintaining confidentiality with all transactions
* Keeping stations properly supplied with pens, forms, and other necessary supplies
* Removing accounts for dormancy in compliance with branch procedures
* Closing accounts for customers as needed
* Keeping teller drawer within specified limits while buying and selling currency from the vault

**Skill Set**

* + Customer Service
  + SPSS
  + Report Generation
  + Data updating
  + MS Office
  + C++,SQL

**Declaration**

I hereby declare that the above particulars furnished by me are true to the best of my knowledge and belief. I assure you, if I am given a chance, I will execute my work to the fullest satisfaction of my superiors.

**Place:**

**Date Josmy**