



ANKITH K

TELLER (CASHIER)/CUSTOMER
RELATION EXECUTIVE

CONTACT

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Ajman, UAE

ACADEMIC CREDENTIALS

MBA | 2017 - 2019

- Bangalore University
- T John College, Bangalore, India

BBM | 2014 – 2017

- Mangalore University
- SDM College, Mangalore, India

HIGHER SECONDARY | 2012 - 2014

- Board of Higher Secondary Examination, Kerala, India
- CJHSS Chemnad

COMPUTER PROFICIENCY

MS Office ★ ★ ★ ★ ★
Basic Operation ★ ★ ★ ★ ★
Internet & Email ★ ★ ★ ★ ★

PROFILE SUMMERY

Dedicated and highly motivated executive with 2 years of experience in Teller/Cashier and Customer. Strong foundation in customer service and financial transactions. Expertise in handling cash transactions, maintaining accurate records, and providing exceptional customer service has enabled to build strong relationships with clients and exceed their expectations.

KEY SKILLS

Technology skills Work Ethic Analytical skills Financial literacy
Decision-making Risk Management Customer Service
Problem Solving Ability Hardworking Leadership Quality Honesty

EMPLOYMENT CHRONICLE

**TELLER (CAHIER)/
CUSTOMER RELATIONSHIP EXECUTIVE | June 2021 – Present**
UNIVERSAL MONEY EXCHANGE, AJMAN, UAE

KEY RESPONSIBILITIES

- Providing excellent customer service by answering customer inquiries, resolving problems, and referring customers to appropriate personnel.
- Accepting cash and cheques from customers and accurately counting and verifying currency and cheques.
- Balancing cash drawers and ensuring that all transactions are recorded accurately.
- Selling and promoting products and services such as WPS accounts, Insurance, foreign currencies.
- Adhering to bank policies and procedures, including security measures, to protect customer information and prevent fraud
- Building and maintaining positive relationships with customers by providing excellent service and addressing their needs.
- Identifying and understanding customer needs and offering appropriate solutions to meet those needs.
- Managing customer accounts and maintaining accurate records of customer interactions.
- Responding to customer inquiries and resolving complaints in a timely and professional manner.
- Collaborating with other departments such as sales, marketing, and operations to ensure that customer needs are met.
- Staying up-to-date on product and industry knowledge to provide informed advice and recommendations to customers.
- Cash handling and safe keeping of collected funds and daily transferring to the Bank

OYO ROOMS, BANGALORE, INDIA

- Establish strong relationships with customers and employees to meet the company's objectives.
- Ensured the highest level of service while managing and overseeing eight properties simultaneously.
- Make prompt decisions and resolving customer issues promptly to provide a pleasant environment for them.
- Managed high-pressure situations with composure and professionalism.
- Proficient verbal communication skills and the ability to communicate information clearly and efficiently.

PERSONAL DOSSIER

Gender : Male
Date of Birth : 22-07-1996
Nationality : Indian
Marital Status : Single
Driving Licence(UAE) : 351938
Visa Status : Employment Visa

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

ANKITH K

LANGUAGES KNOWN

English  100 %
Malayalam  100 %
Hindi  100%
Tamil  75%
Kannada  60%

PASSPORT DETAILS

Passport Number : N1585973

INTERESTS

  
Songs Travelling Reading

REFERENCE

- Available upon request