

# ARJUN MATHEW ANTONY

## OPERATION OFFICER

 @arjun-antony-3a370126a



## PERSONAL INFO

### Phone

+971 581371083

### Email

arjunraichand52@gmail.com

### Nationality

Indian

### Address

Flat 102, Hassani 12, Al Abbar  
Al Nada 2, Dubai UAE

### Passport Number

U9947655

### Visa Status

Visit Visa

### Date of Expiry

16 - July - 2023

## LANGUAGES

### ENGLISH



### HINDI



### MALAYALAM



### TAMIL



## OBJECTIVE

Energetic, hardworking, valued for fast, friendly service and accurate in handling customer transactions. Address customer's needs quickly and manages long term relationship. Passionate about serving others and eager to take on new responsibilities and leadership roles.

## EXPERIENCE

### ESAF SMALL FINANCE BANK

#### Operation Officer (Teller)

21/01/2019 - 05/05/2023

- ★ Handling routine financial transactions such as deposits, withdrawals, advances, loan payments, check to cash and balanced these transactions daily while ensuring a positive interaction with customers and non-bank customers.
- ★ Balancing daily cash deposits and bank vault inventory with a zero error rate.
- ★ Accurately maintained records of each transactions properly.
- ★ Maintaining cash availability and accounting of Automated Teller Machine (ATM) on a daily basis.
- ★ FOREX currency inward/outward transaction in Rubix platform.
- ★ Provided customers with high level of service, privacy and confidentiality, and friendly, welcoming attitude.
- ★ Place phone calls to current bank customers regarding account changes or suggested options.

### POONOOR INDANE SERVICES

#### Warehouse Supervisor

15/07/2016 - 20/12/2018

- ★ Maintained office files for reliable references, including hardcopies and soft copies.
- ★ Oversaw daily operations and equipment maintenance.
- ★ Stocked and restocked inventory upon delivery receipt, maintaining accurate supply records.
- ★ Keep inventory of office supplies and ordered new when necessary.
- ★ Created weekly and monthly reports and presentations enabling improved operational analysis.

### ANURAG BHARAT GAS

#### Office Coordinator

12/06/2014 - 10/07/2016

- ★ Managed 10 employee workers, enhancing productivity and driving efficiently.
- ★ Produced high quality documents, spreadsheets and presentations for internal and customer facing needs.

## SKILLS

### PROBLEM SOLVING



### OPERATIONS



### COMMUNICATION



### DECISION MAKING



### CUSTOMER SERVICE



## PERSONAL DETAILS

### Date of Birth

30/9/1991

### Sex

Male

### Marital Status

Single

## PASSPORT DETAILS

### Passport Number

U9947655

### Date of Expiry

14th Jun, 2031

### Date of Issue

15th Jun, 2021

### Place of Issue

Kozhikode

## INTERESTS



- ★ Oversaw office inventory ordering, requisitions and stockings.
- ★ Collaborated and clearly communicated across teams to achieve consistent service delivery.
- ★ Improved overall office efficiency by establishing smooth workflow processes, monitoring daily productivity and implementing modifications to eliminate operational bottlenecks.
- ★ Tracked and recorded team expenses and reconciled accounts to maintain accurate, current and compliant financial records.

## EDUCATION

### MASTER OF INTERNATIONAL BUSINESS (MIB)

#### CMS College of Science and Commerce

2012 - 2014

Coimbatore - IND

Specialized in Logistics Management, Financial Accounts, Forex Management, International Trade and Export-Import Documentation

### BACHELOR OF MATHEMATICS

2012 - 2014

#### Farook College

Calicut - IND

## REFERENCES



### SHANOOP M

#### ESSAF SMALL FINANCE BANK

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### NIMIN JOY

#### POONOOR INDANE SERVICES

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