

KAPA NAGA PRASANNA KUMAR REDDY

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Dubai, United Arab Emirates



To find a job that suite my qualification and give opportunity to gain skills and Interpersonal Interfacing in a challenging yet rewarding environment.

SKILLS

- Well-equipped with quality leadership and motivational skills.
- Eager to learn and willing to undergo training to enhance my ability.
- Patient and willing to take on extra responsibilities to get work done.
- Knowledgeable in computers and proficient in MS Office applications (MS Word, MS Excel, PowerPoint) Internet applications.
- Can perform multi tasks and willing to work long hours to ensure on-time schedule of work.
- Flexibility adapting to a wide variety of workplace requirement.
- Customer Service.

WORK EXPERIENCE

EMIRATES INDIA INTERNATIONAL EXCHANGE, Dubai UAE
CUSTOMER SERVICE OFFICER /HEAD CASHIER .

APRIL 2021 – PRESENT

TASK AND RESPONSIBILITIES:

- Provide excellent customer service at branch customer
- To attend customers for all business transactions at the counter.
- Attending customers for making Remittance, currency exchange, demand drafts To answer customer complaints, branch detail enquiries, transaction enquiries, rate Enquires ,conversion
- Prepare End of day report & cash reconciliation
- To provide information of new or additional services.
- To provide currency exchange & remittance delivery information. Prepares daily & weekly sales report
- To perform a role of lobby assistant in branch.
- To perform a role of marketing & sales executive during off-peak business hours. To give information on local promotions & activities and other info that provides valuable service to our customers.

**LOCAL PRIVATE SCHOOL ,
DATA ENTRY OPERATOR**

Dec 2019– March 2021

Task and Responsibilities:

- Medical and insurance client's data in Cellrites
- Create monthly reports for records, closed terminated records and completed chart audits.
- Process confidential medical information.
- Develop and create a more effective filling system to accelerate paper work processing.
- Successfully established effective systems for record retention by creating database for daily correspondence tracking

**GOGULA CONSTRUCTION PVT LTD .
CIVIL SITE ENGINEER.**

Oct 2018 - Oct 2019

Project : Construction of AUROBINDO unit-18 in Isnapur & silicon life sciences in vizag.

Task and Responsibilities:

- Site inspection for civil construction work and ensure that the work is as per The project specifications and issued for construction drawings, final approved Drawings from authorities.
- Proper management of materials and workmanship.
- Ensure that all the works meets the stipulated quality standards.
- Coordinate with subcontractors for smooth flow of work.

EDUCATIONAL BACKGROUND:

- Bachelor of Technology (civil Engineering) : R.V R & CJ College of Engineering Guntur, Acharya University -2014-2018
- Intermediate passed from Sri Chaitanya Junior college, Parnamitta -2012-2014
- SSC Passed from Sankhya visionary School , Ongole-2011

PERSONAL & PASSPORT INFORMATION:

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|-------------------|--------------------------|
| Nationality | : Indian |
| ▪ Date of birth | : 07-06-1997 |
| ▪ Father name | : Srinivasulu Reddy |
| ▪ Languages Known | : English, Hindi, Telugu |
| ▪ Passport No | : S9508353 |
| ▪ Date of expiry | : 27-12-2028 |
| ▪ Visa status | : Employment Visa |

DECLARATION

I hereby declare that all the above information is true and up to best of my knowledge.

KAPA NAGA PRASANNA KUMAR REDDY