

NAME: PRITAM LODH

AL YAHAR ST63

ABU DHABI AL AIN

United Arab Emirates,

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OBJECTIVE:

To get a growth oriented position in your reputed organization where my skills can be utilized for improvement and success of the organization.

EXPERIENCE:

- Now working in **AL FARDAN EXCHANGE** as a **SERVICE OFFICER**

Responsibilities and duties:

- Managing day to day operational works as a cashier.
- Creating a customer driven atmosphere and Handling customer in a proficient manners.
- Executing Retail & Corporate transfer (Swift transfers, Western Union, Afex).
- Pay roll solution and Labor guarantees.
- Looking into AML, KYC policy & procedures.
- Handling foreign currency.
- Ensuring the compliance of various guide lines by The Central bank of UAE.

Previous experience:

- worked as a transfer clerk in REDHA AL ANSARI EXCHANGE.
 - Worked as an Accountant in BUADIL BUILDING CONTRACTING L.L.C
- Also have an idea of all official Administrative works.

SKILL SET

Technical:

Department

Subject known

Operating system

Graphic

Language

Printing engineering

Offset printing, screen process printing, flexography & gravure printing, ink technology, Xerography printing, color science & management, digital image processing.

Windows

Adobe Photoshop, Adobe InDesign, Adobe Illustrator, Corel draw, Microsoft office.

C.

EDUCATION

B.E (Printing Engineering)

Institution: **Jadavpur University (Salt Lake Campus), Kolkata.**
University: **Jadavpur University.**
Year of passing: **2016.**
Avg : **72.44 %(1st class).**

12th – WBCHSE BOARD

Institution: **Dhakuria High School (H.S), Chandpara**
Year of passing: **2010**
Percentage: **70%**

10th – WBBSE BOARD

Institution: **Dhakuria High School (H.S), Chandpara.**
Year of passing: **2008**
Percentage: **80%**

PERSONAL DETAILS:

Father's name - Sri. Goutam Lodh.
Mother's name - Smt. Swapna Lodh.
Date of Birth - 27/10/1991
Sex/ Civil Status - Married
Nationality - Indian
Hobbies - Painting, Playing cricket,
traveling and listening to music.

LANGUAGE KNOWN:

- BENGALI
- HINDI
- ENGLISH

DATE:

PLACE: ABU DHABI