



**Address**  
Sharjah, UAE

Visa Status : On Visit Visa

**Contact**  
Mobile : 0561040697  
siyad.hamid@gmail.com

**Date of Birth**  
30.05.1986

## PROFILE

Dedicated and highly experienced professional with 13 years of expertise in Finance, Office Administration, Banking, Cashier, Customer Relationship, Customer Service, Marketing, Sales and Social Service. A graduate with Bachelor Degree from Kerala University, I bring a unique blend of academic knowledge and extensive practical experience. Proven track record of management in duties and responsibilities.

## SKILLS

- Good communication skill.
- Quick learner and dedicated.
- Computer literate with internet proficiency.
- Hard working and highly responsible.
- Expert in crowd management.

## SOFTWARE SKILLS

MS OFFICE ● ● ● ● ● ● ●

## LANGUAGES

ENGLISH ● ● ● ● ● ● ●

HINDI ● ● ● ● ● ● ●

MALAYALAM ● ● ● ● ● ● ●

TAMIL ● ● ● ● ● ● ●

# SIYAD S

## EDUCATION

06.2000 - 03.2001

**GOVT. BOYS HIGH SCHOOL KANYAKULANGARA**  
SSLC

06.2001 - 03.2003

**GOVT. VHSS PIRAPPANCODE**  
PLUS TWO

07.2005 - 06.2010

**UNIVERSITY COLLEGE THIRUVANANTHAPURAM**  
BA HISTORY

## EXPERIENCE

09.2020 - 10.2023

**MATHRUKA CHARITABLE TRUST**

FINANCE MANAGER CUM PUBLIC RELATION OFFICER

- Management of account payables, receivables and expense.
- Producing financial reports related to budget.
- Dealing with enquiries from public and related organizations.
- Organizing and attending promotional events.
- Maintaining mutual relation and understanding between the organization and the people.

03.2020 - 08.2020

**MONEYMUTTATH NIDHI LTD**

ASSISTANT BRANCH MANAGER

- Commercial Banking.
- Savings accounts, fixed deposits and gold loan.
- Build relationships with new clients.
- Prospect for potential new clients and turn this in to increased business.

10.2014 - 01.2019

**MUTHOOT FINCORP LTD**

CUSTOMER SERVICE EXECUTIVE / COUNTER STAFF

- Provides a positive customer experience with fair, friendly, and courteous service.
- An extensive array of financial products & services like gold loans, vehicle loans, housing loans.
- Domestic money transfer, international remittance, foreign exchange.
- Travel ticket booking, insurance products & services.
- As a cashier manage transaction with customer using cash registers.