



SHILPA K C

CONTACT

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ACADEMIC CREDENTIALS

MASTER OF SCIENCE IN STATISTICS

- Mangalore University
Campus, Karnataka, India

BACHELOR OF SCIENCE IN STATISTICS

- Nehru Arts and Science
College, Kerala, India

CERTIFICATION COURSE

- Basic Accounting from ALISON |
Jul 2023

ACADEMIC PROJECTS

- M.Sc. Project**
Project on Customer Price Index, taking data of several years and predict future index values using Time series analysis.
- B.Sc. Project**
Project on the data collected from "Ente Maram Mission" of Kerala Government and analysis of plant growth.

WORKSHOPS/ACHIEVEMENTS

- Two-day workshop on Python programming.
- One day workshop on SPSS.
- One day workshop on Latex software.
- Participated in National Service Scheme and attended seven days camp during the year 2019.

PROFILE SUMMARY

Experienced Teller with a strong background in cash handling, transaction processing, and customer service. Exceptional communication skills and a track record of providing excellent customer experiences. Seeking a new opportunity to contribute expertise to a dynamic financial institution and advance career growth.

KEY SKILLS

Team Work

Work Ethic

Communication

Problem-Solving

Financial Transactions

Time Management

Interpersonal ability

Adaptability

Punctual

Cash Handling

Positive attitude

Analytic Skills

EMPLOYMENT CHRONICLE

TELLER | Mar 2021 – Sept 2021

REDHA AL ANSARI EXCHANGE UAE

- Provide exceptional customer service to clients visiting the exchange branch.
- Accurately count, verify, and process cash transactions.
- Assist customers in sending and receiving money domestically and internationally through remittance services.
- Balance the cash drawer at the end of each shift and generate reports for management.
- Monitor and oversee all transactions, promptly reporting any suspicious activities to the Anti-Money Laundering and Anti-Fraud (AML) department at the head office.
- Provide assistance to customers in processing various transactions, including payments, cash transfers, & remittances.
- Handle all transactions and sensitive information with utmost responsibility and confidentiality.
- Adhere strictly to security protocols and regulations to ensure the safety and integrity of financial operations.

CHEGG EXPERT | Jun 2022 – Sept 2022

CHEGG INDIA

- Online tutoring and academic assistance.
- Answering student questions.
- Creating study materials and solutions.
- Providing guidance and adhering to policies.
- Ensuring student satisfaction.

COMPUTER PROFICIENCY

- MS Office
- Programming language R
- C, C++
- Internet & E- Mail

LANGUAGES KNOWN

English  90 %

Malayalam  100 %

Hindi  90 %

INTERESTS



Music



Travelling



Reading

REFERENCE

- Available upon request

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach skills include patience, attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT** - Management skills to direct others and review others performance.

PERSONAL DOSSIER

Gender : Female
Date of Birth : 30-06-1997
Nationality : Indian
Marital Status : Married

PASSPORT DETAILS

Passport Number : S0844973
Visa status : Spouse Visa
Visa Expiry : Feb 2025

DECLARATION

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

SHILPA K C