



LEO DEVASSY

CUSTOMER SERVICE EXECUTIVE

PERSONAL PROFILE

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas for unforgettable marketing campaigns.

CONTACT

 International City
Spain Cluster S4

 ldevassy2@gmail.com

 +971582871550

 leodevassy

EDUCATION

Mba (International Business Management) 2023

**Bachelor of Commerce
Annamalai University 2013**

**Higher Secondary Course
12th(Commerce) 2010**

**Secondary School 10th
Cbse (Riyadh) 2008**

SKILLS

- Exceptional communication and networking skills
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results

WORK EXPERIENCE

**Joyalukkas Group & Joyalukkas Exchange LLC
MAR 2016 -MAR 2021**

- **Sales Executive & Accountant(Saudi Arabia) 2016-2018**
- **Foreign Exchange Cashier at Money Exchange (Muscat) 2018-2019**
- **Operations Assistant at Money Exchange Corporate Office (Muscat) 2019-2021**

Job Roles

Total 5 years Experience in Joyalukkas Exchange LLC

- **Assist in managing day to day operations of the branch and ensuring compliance with company norms**
- **Support Branch Manager in leading and motivating the branch staff to achieve our targets**
- **Support in developing and implementing strategic plans for the branch success**
- **Provides Excellent support of customer service and resolving customer issues or complaints**
- **Oversee inventory levels and manage stock to meet customer demand**

REFERENCES

Tony Joseph Former
Country Manager Mob
- +966598958238

Ansar Senthara Accounts
Manager Mob -
+96891393902 Email-
ansar@joyalukkaseexchange
.com

Baby John Chungath
Regional Head
rh.thrissur@unimoniindia.com
+91956290022

LANGUAGES

English
Hindi
Tamil
Arabic
Bangladesh

PERSONAL DETAILS

- DOB - 17-08-1992 (31)
- Marital Status-
- Married Nationality-
Indian

DRIVING LICENSE

- Muscat
- Saudi Arabia
- India

Unimoni Financial Services

DEC 2021-2024 MAY

Worked as Business Development Manager for the past two
years and 6 months

Job Roles

- Initiating Gift & Educational Transactions world wide
- Forex Transactions Buy/Sell
- Inward Remittance From Money Products
- Maintained Friendly & Professional Customer Interactions
- Well Focused on Digital Marketing, Google Reviews.
- Maintain accurate records of customer interactions and transactions

CERTIFICATION

- AutoCAD Electrical (2014)
- Business Management (Short Course)
- Accounting & Finance (Short Course)
- Basics of Customer Services
- Risk Management in Financial Sector

PROFICIENCIES

- Data Entry Skills
- Edd & Compliance Norms
- Basic Computer Knowledge
- Microsoft Word & Excel
- Typing Speed

DECLARATION

I hereby declare that the above mentioned information furnished by me is true and correct to the best of my knowledge and belief.

LEO DEVASSY