

SYAMJITH C S



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**Dubai – UAE**

### **CAREER OBJECTIVE:**

To contribute to the best of my abilities and potential in a challenging work atmosphere. To constantly endeavor towards extending my learning horizon and thereby my contribution to the organization's growth.

### **CAREER PROFILE:**

- Extensive exposure in banking applications like Finacle and flex cube.
- Highly motivated, dependable, confident, people oriented and socially responsible.
- Good inter-personal and communication skills which facilitates effective client interactions.
- A competent administrator with sharp analytical skills, sound planning ability and conceptualization.
- Accustomed to meeting multiple deadlines, prioritization of tasks.
- Well acquainted in Microsoft Excel, Word, TALLY ERP-9.
- Good team player with a strong record of team development.

### **PROFESSIONAL EXPERIENCE:**

#### **REDHA AL ANSARI EXCHANGE, UAE**

**Period:** Jan 2020 – Nov 2023

**Location:** Dubai, United Arab Emirates

**Role:** Assistant Supervisor

- Collect cash, checks, and credit card payments from customers
- Make change accurately and efficiently
- Issue receipts to customers
- Deal with returns and refunds as necessary
- Maintain cash control over register drawer and verify amounts are correct
- Answer customer questions as they arise
- Calculate customer bills through cash register ringing

#### **ICICI PRUDENTIAL LIFE INSURANCE**

**Period:** June 2019 - Sep 2019

**Location:** Thrissur, Kerala, India

**Role:** Financial Service Consultant

- Understand customers protection and investment Needs.
- Help complete the procedure necessary for processing the purchase of policy.
- Keep in touch with customers to ensure that customers policy service request is managed properly.
- Identify and recommend solutions that fits their requirements the best.
- Facilitate settlement of claims.

#### **INSPIRE DOHA TRADING**

**Period:** Oct 2018 - May 2019

**Location:** Doha, Qatar

**Role:** Store Keeper cum Cashier (Cashier Supervisor)

- Lead the team for effective management of store operation in receiving, inspection, storage, issuance and transfer of Items as per company policy.
- To follow up overall inventory management.
- Taking physical Inventory once a month to cross check with the monthly Inventory report.
- International and local procurement process of raw materials.
- To ensure recording of the necessary data in ledger and computer on time.

## **KOSAMATTOM FINANCE**

**Period:** Oct 2016 – Oct 2017

**Location:** Bangalore, Karnataka, India

**Role:** Accounts Executive (Cashier Operations)

- Branch operations and team handling
- Encouraging team members towards business and operations
- Preparing profit and loss accounts
- Preparing trial balance and vouching
- Maintenance of books of accounts.
- Cash management and daily cash transaction, monitoring maintaining and managing general ledger.

## **ACADEMIC QUALIFICATIONS**

- **MBA - Master of Business Administration**  
University of Mysore – 2015
- **B.COM - Bachelor of Commerce**  
University of Calicut – 2012
- **HSE - Higher Secondary Education**  
Kerala State Board - 2007

## **SAFETY QUALIFICATIONS**

- Diploma in HSE.
- OSHA.
- Fire Fighting and Prevention Training.
- First Aider Certification
- Oil & Gas

## **PERSONAL INFORMATION:**

- **Father Name:** Sivan C V
- **DOB:** 30/08/1990
- **Gender:** Male
- **Marital status:** Single
- **Languages Known:** Malayalam, English, Hindi & Tamil
- **Nationality:** Indian
- **Passport No:** K 5981296
- **Visa Type:** Visit Visa
- **Marital status:** Single

## **DECLARATION**

I hereby declare that all the information's furnished above is true to the best of my knowledge and belief.

Place:

Yours Truly,

Date:

SYAMJITH C S