



# VINU. S

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Dubai. UAE |

## Profile Summary

Experienced Customer service clerk cum Administrative Executive with over 4+ years of experience in overseas & India. Managing Administration- Clerical works, Operations processes and ensuring compliance, Customer service, Cash management, Accounts management. Proficient in Professional Manual Accounts and Excel. Improved financial accuracy and enhanced budgeting processes, boosting forecast accuracy. Committed to maintaining strong internal controls and precise financial records. Seeking new opportunities to apply my skills and continue delivering exceptional results.

## Work Summary

**Customer Service Clark** Sept 2023 - Present  
Orient Exchange Co. LLC | Dubai | UAE

- Maintained a cash drawer and followed proper balancing and reconciling procedures; prepared daily proof sheet at the close of business each day.
- Provided additional services, including the issuance of money orders, cashiers and travelers' checks, and the exchange of foreign currency.
- Maintained a cash drawer and followed proper balancing and reconciling procedures; prepared daily proof sheet at the close of business each day.
- Adhered to the Bank's Code of Conduct. Performed non-teller clerical duties on a periodic basis.
- Investigates, resolves and responds to complex or sensitive citizen inquiries and complaints.

**Executive Trainee : Administration & Operations** July 2022 - July 2023  
Thomas Cook India Pvt. Ltd. | Trivandrum. Kerala

- Provided additional services, including the issuance of money orders, cashiers and travelers' checks, and the exchange of foreign currency.
- Adhered to the Bank's Code of Conduct. Performed non-teller clerical duties on a periodic basis.
- Maintained a cash drawer and followed proper balancing and reconciling procedures; prepared daily proof sheet at the close of business each day.
- Maintained and balanced a cash drawer, listened to customers attentively, and escalated issues to branch management as required.
- Complied with all required Bank policies and procedures to minimize risk and protect the financial well-being of the customer.

## Education

**MBA :** Human Resource and Marketing  
EASA Collage of Engineering & Technology  
Anna University | 2020

**BBA**  
Nehru Arts & Science Collage. Coimbatore  
Bharathiar University | 2017

## Code Skills

Mathematical Skills ● Cash Handling ● FTRS ● Knowledge of Foreign Currency  
Computing ● Business Development ● Team Leadership ● Adaptability ● Recording

## Language

|         |                                                                |     |           |                                                                  |      |
|---------|----------------------------------------------------------------|-----|-----------|------------------------------------------------------------------|------|
| English | <div style="width: 90%;"><div style="width: 90%;"></div></div> | 90% | Malayalam | <div style="width: 100%;"><div style="width: 100%;"></div></div> | 100% |
| Hindi   | <div style="width: 70%;"><div style="width: 70%;"></div></div> | 70% |           |                                                                  |      |
| Tamil   | <div style="width: 98%;"><div style="width: 98%;"></div></div> | 98% |           |                                                                  |      |
| French  | <div style="width: 40%;"><div style="width: 40%;"></div></div> | 40% |           |                                                                  |      |