

KAVYA KRISHNAN C

ADMIN|HR ASSISTANT

+971569492879

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DOB- 24/12/1998

Dubai-UAE

ABOUT ME

Highly motivated Entry level Administrative Assistant with a master's in Business Administration and successful Manager in a reputed firm,skilled in microsoft office,time management and effective communication,committed to provide stellar Administrative support improving process and increasing Efficiency.

SKILLS

- Planning ,Organising and Scheduling
- Microsoft office
- Tally
- Time Management
- Communication
- Record Keeping
- Professionalism
- Client support & Communication
- Data Management
- Cash Management
- Strong interpersonal skills
- Advanced Clerical Knowledge
- Team work
- Multi-Tasking

EDUCATION

**Master of Business
Administration (MBA-HR)**

Bharathiyar University (2023)

Bachelor of Commerce (B.COM)

University of Calicut (2019)

REFERENCE

Sushama PN
50 115 9556
Operation Manager

EXPERIENCE

ASSISTANT MANAGER

(2023-2025)

KOTAK MAHINDRA BANK LTD

- Managed high volume cash and transaction during peak hours, ensuring seamless customer experience
- Responding to customer enquiries Handling customer calls, emails, and chat inquiries, addressing questions about products or services.
- Providing product and service knowledge Educating customers about company offerings, features, and benefits.
- Logging customer interactions and maintaining records of communication for Future references
- Monitoring Foreign currency transactions at branch level
- cross verifies the customer KYC
- Monitoring suspicious Activity of the Branch Accounts

RELATIONSHIP MANAGER

(2022-2023)

ICICI BANK LTD

- As a value Banker Adding values to the bank and handling cash and bank operations
- Built and maintained high level of clients with providing customer satisfaction
- Achieved sales target and exceeded many performance metrics
- cultivated a strong customer base through excellent service.

SECRETARIAL TRAINEE

(2019-2021)

VV MENON AND ASSOCIATES

- Drafting and filing annual returns, Resolutions and Wetting Agreements
- preparation of agenda and attendance sheet for BOD ni AGM
- Done with XBRL