



AJITH P P

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SUMMARY

Dynamic Business Development and Operation Executive with a proven track record at AHALIA MONEY EXCHANGE AND FINANCIAL SERVICES PVT LTD. Expert in KYC compliance and data analysis, fostering client relationships that drive growth. Adept at managing cash handling and delivering exceptional customer service, ensuring operational excellence and client satisfaction.

SKILLS

- Microsoft Excel Proficiency
- PowerPoint presentation
- Graphic designing
- Digital marketing
- Social media handling
- Problem solving
- Data analysis
- Attention to detail
- Communication
- Time management
- Adaptability
- Cash handling
- KYC compliance
- Customer Handling

EXPERIENCE

BUSINESS DEVELOPMENT AND OPERATION EXECUTIVE, 01/2022 - 02/2025

AHALIA MONEY EXCHANGE AND FINANCIAL SERVICES PVT LTD, Kerala, India

- Cultivated strong relationships with key clients, driving long-term business growth.
- Verified KYC procedures in accordance with RBI guidelines, ensuring necessary documentation was complete.
- Partnered with marketing team to create and implement successful promotional campaigns.
- Provided outstanding customer service by maintaining high standards of customer experience.
- Oversaw multiple sales pipelines to guarantee timely and accurate revenue forecasting.
- Managed cash drawers, ensuring adherence to financial regulations through accurate balancing.
- Accurately executed account transactions, including deposits and withdrawals, enhancing operational efficiency.
- Addressed special requests like account closures and foreign currency exchanges with

care and detail.

EDUCATION AND TRAINING

William Carey University, Shillong - Meghalaya, 01/2021
Bachelor of Commerce: Accounting And Finance

St. Thomas Autonomous College, Thrissur, Kerala, 09/2019
High School Diploma

- Professional Diploma In Shipping And Logistics

National Skill Development Corporation, Kerala, India, 03/2019
Warehouse Supervisor

- NSQF Level-5

ISB Logistics India Private Limited, Kochi, 01/2019
Internship: Logistics Management Service

LANGUAGES

Malayalam: First Language

English:

B2

Hindi:

A1

Upper Intermediate (B2)

Beginner (A1)

Tamil:

B1

Intermediate (B1)

CERTIFICATIONS

- The Fundamentals of Digital Marketing from Google Digital Garage
- Certificate Course In Animation (Image Editing, Card Designing, Movie Making, Film Editing, Music Creation, Morphing) From G-TEC Computer Education