



ASWINI ASHOKAN

TELLER CUM CUSTOMER SERVICE OFFICER

MAILING ADDRESS

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CONTACT

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PORTFOLIO

Linkedin

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EDUCATION

CSE/ BACHELOR OF ENGINEERING

M.E.T Engineering College

SKILLS

- Industry Knowledge : Banking, Cash Handling, Bank Teller, Customer Service, Personal Banking, Savings And Loans
- Technical Skills : 3Ds Max, Autocad, Microsoft Office Suite, Excel, Word, C, C++, Java, C#
- Soft Skills: Communication And Interpersonal Abilities, Excellent Organizational Skills, Multi-tasking And Time Management, Customer Service , Analytical, Reliable, Fast Learner, Teamwork, Computer Literate

INTERESTS

- Painting And Reading

LANGUAGES

English

Malayalam

Tamil

CAREER OBJECTIVE

Seasoned Banker and finance with over 6 years of experience in the industry, specializing in operations and risk management. Seeking a role in a growing organization where i can utilize my skills and contribute to the success of the company.

EXPERIENCE

TELLER CUM CUSTOMER SERVICE OFFICER | SEP, 2020 TO DEC, 2021

(AXIS BANK LTD)

- Oversaw all aspects of banking functions such as deposits, loans, investments, and all payments to ensure compliance with regulatory requirements.
- Created marketing plans that increased awareness among customers about products and services available at the bank.
- Maintained accurate records of all transactions in accordance with bank policies and procedures (including anti-money laundering laws)
- Performed a variety of teller duties including handling customer deposits and withdrawals, processing loan payments, cash transactions, clearing cheques, transfer, RTGS, NEFT and other bank products.
- Maintained accurate transaction records and balancing cash drawer on a daily basis
- Answered customer enquiries and referred them to the appropriate bank staff for further assistance

ADMIN ASSISTANT CUM REMITTANCE CLERK | JUL, 2016 TO SEP, 2020

(UAE EXCHANGE AND FINANCIAL SERVICES LTD)

Admin assistant

- Prepared financial spreadsheets, experience using business email services such as microsoft look, working knowledge in excel, MS suite and file electronic and hardcopy documents.
- Support members of the team through providing basic administrative support such as copying, scanning and mailing documents.
- Familiarity with office management procedures, office management software, basic accounting principles & MS office.
- Comfort multitasking and handling multiple request from different individual and departments.
- Answer phone calls, schedule meetings, and act as the point of contact between management and external clients.

Remittance Clerk

- Processed incoming and outgoing international remittance, wire transfer, DD and cheque deposits.
- Maintained detailed records on each transaction, including information about the sender and receiver as well as financial details.
- Prepared outgoing international wire transfers using SWIFT messages with proper formatting and instructions.

PROJECTS

LOSSLESS COMPRESSION AND INFORMATION HIDING USING IMAGE STENOGRAPHY

ACHIEVEMENTS

OUTWARD REMITTANCE ALL INDIA TOPPER IN 2020 (UAE EXCHANGE)