

PREMJITH K

BRANCH MANAGER



OBJECTIVE

Obtain challenging leadership position applying creative problem solving and fine management skills with a growing company to achieve optimum utilization of its resources and maximum profits.

EXPERIENCE

LM EXCHANGE – FUJAIRAH , UAE – Manager



Supervisor

Customer service executive

Mar 2022 - Present

Sept 2021 - Feb 2022

Sept 2019 - Sept 2021

JOB ROLE

- Doing foreign currency exchange.
- Monitoring customer's currency exchange records.
- Greet customer as they arrive in store and provide them with the information about services.
- Maintain customer retention by building connection and providing cent percent customer satisfaction.
- Pleases the customer with hospitable approach to help them with their queries and then generate revenue for the organization.
- Doing floor management.
- Help the customer decide what product or service will be suitable for their needs.
- Management & supervision.

ARTECH ENGINEERING,BANGLORE,INDIA – Sheet metal designer

2016 - 2019

SOLIDWORX , MARKA, AMMAN, JORDAN – Sheet metal designer

2015 - 2015

RENSAI PRECISIONS PVT. LTD., CHENNAI, INDIA – Tool maker

2012 - 2014

MADRAS RADIATORS PVT.LTD., CHENNAI, INDIA – Tool maker

2009 - 2010

CONTACT

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Pathayakunnu (P.O)

670691

Kerala, India

PROFESSIONAL SKILLS

Communication skills



Risk management



Problem solving



Analytical skills



Team building



PERSONAL SKILLS

MS Word



MS PowerPoint



MS Excel



AutoCad



SolidWorks



LANGUAGES

- | | |
|------------------------------------|-------|
| <input type="checkbox"/> ENGLISH | ★★★★ |
| <input type="checkbox"/> HINDI | ★★★★ |
| <input type="checkbox"/> MALAYALAM | ★★★★★ |
| <input type="checkbox"/> TAMIL | ★★ |

EDUCATION



TOOL AND DIE MAKING, NTTF, THALASSERY, INDIA

Diploma

2007 – 2010



K K V MEMORIAL HSS, PANOOR, INDIA

Higher secondary school

2005 – 2007

DECLARATION

I hereby declare that all the information furnished above is true to my knowledge and belief and I assure you that with my knowledge, skills and experience earned I will render service that will contribute to the success of your company.

United Arab Emirates

26-01-2023

Premjith K

EXPERTISE

- Day to day accounting works.
- Co-ordination of branch works.
- Preparation of Bank Reconciliation Statement.
- Preparing and maintaining the reports.
- Updating the outstanding.
- Maintaining a fruitful relationship between customers as well as the Institutions.

Driving

License : UAE Light vehicle license

License no : 251582

Passport : T4232882

