



ARJUN MATHEW ANTONY

OPERATION OFFICER

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PERSONAL INFO

Phone

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Email

arjunraichand52@gmail.com

Nationality

Indian

Address

Flat 102, Hassani 12, Al Abbar
Al Nada 2, Dubai UAE

Passport Number

U9947655

Visa Status

Visit Visa

Date of Expiry

16 - July - 2023

LANGUAGES

ENGLISH



HINDI



MALAYALAM



TAMIL



OBJECTIVE

Energetic, hardworking, valued for fast, freindly service and accurate in handling customer transactions. Address customer's needs quickly and manages long term relationship. Passionate about serving others and eager to take on new responsibilities and leadership roles.

EXPERIENCE

ESAF SMALL FINANCE BANK

Operation Officer(Teller)

21/01/2019 - 05/05/2023

- ★ Oversaw all transactional services, including bank deposits, monetary withdrawals, financial transfers, handling average of 60 daily.
- ★ Accurately maintained records of each transaction and ensured all documentation and paper work was in place and within compliance.
- ★ FOREX currency inward/outward transaction in Rubix platform.
- ★ Consistently met service quality targets by maintaining in depth knowledge of bank products, services and best practices.
- ★ Build and strengthened customer relationships by leveraging excellent interpersonal and communication skills.
- ★ Voted teller of the year in 2021 for exceptional customer service.

POONOOR INDANE SERVICES

Warehouse Supervisor

15/07/2016 - 20/12/2018

- ★ Maintained office files for reliable references, including hardcopies and soft copies.
- ★ Oversaw daily operations and equipment maintenance.
- ★ Stocked and restocked inventory upon delivery receipt, maintaining accurate supply records.
- ★ Keep inventory of office supplies and ordered new when necessary.
- ★ Created weekly and monthly reports and presentations enabling improved operational analysis.

ANURAG BHARAT GAS

Office Coordinator

12/06/2014 - 10/07/2016

- ★ Managed 10 employee workers, enhancing productivity and driving efficiently.
- ★ Produced high quality documents, spreadsheets and presentations for internal and customer facing needs.

SKILLS

PROBLEM SOLVING

OPERATIONS

COMMUNICATION

DECISION MAKING

CUSTOMER SERVICE

PERSONAL DETAILS

Date of Birth
30/9/1991

Sex
Male

Marital Status
Single

PASSPORT DETAILS

Passport Number
U9947655

Date of Expiry
14th Jun, 2031

Date of Issue
15th Jun, 2021

Place of Issue
Kozhikode

INTERESTS



- ★ Oversaw office inventory ordering, requisitions and stockings.
- ★ Collaborated and clearly communicated across teams to achieve consistent service delivery.
- ★ Improved overall office efficiency by establishing smooth workflow processes, monitoring daily productivity and implementing modifications to eliminate operational bottlenecks.
- ★ Tracked and recorded team expenses and reconciled accounts to maintain accurate, current and compliant financial records.

EDUCATION

MASTER OF INTERNATIONAL BUSINESS (MIB)

CMS College of Science and Commerce

2012 - 2014

Coimbatore - IND

Specialized in Logistics Management, Financial Accounts, Forex Management, International Trade and Export -Import Documentation

BACHELOR OF MATHEMATICS

2009 - 2012

Farook College

Calicut - IND

REFERENCES



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