



SITHU S

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SUMMARY

Highly trained and knowledgeable Administrative leader with proven expertise in managing high-level operational needed and monitoring the overall operations set by the regulatory in order to meet the operational efficiency with high standards. Well-coordinated in approach to internal or external requirements to deliver consistent results. Systematic, quality-driven and hardworking with excellent project management, planning and relationship-building abilities.

SKILLS

- Office Administration
- Accounts payable and receivable
- Document control
- File management
- Reporting skills
- Schedule maintenance
- Accounting understanding
- Reporting and documentation
- Strategic Planning
- Executive presentation development
- Inventory replenishment
- Meeting planning
- Strong problem solver
- Excel spreadsheets
- Professional

EXPERIENCE

Executive Cashier, 10/2021 – till date
Redha Al Ansari Dubai, UAE

- Skillfulness, Proficiency and competence in money exchange business
- Staff Selection on immediate basis
- Training fresh joiners about the rule and procedures of money exchange business
- Procurement of currencies for export and other related inter branch transfers
- Ensuring proper remittance of money to the customer accounts
- Identifying fake currencies
- Corporate remittance and exchange
- Proficient in using REA World Exchange software
- Skillful in all currency card transactions
- Documentation Control
- Reporting all stocks of currencies
- Strong customer relations
- Proficient in converting all walk in customers into transactions

Executive Cashier- Airport counter, 01/2020 – 10/2021
EBIXCASH World Money Limited, Thiruvananthapuram, India

- Training fresh joiners about the rule and procedures of money exchange

- All ground level Airport Authority works extending from Operations,Commercials, Finance, Security
- Procurement of currencies for export and other related inter branchtransfers
- Represent company for various Airport Authority, RBI peripherals.
- Internal Auditing and track of documentations
- Ensuring proper remittance of money to the customer accounts
- Answering customer queries and response.
- Airport Business acquisitions
- Business briefing.
- Updating and maintenance of business reports
- Maintain high quality in business operation.
- To assist customer with special requests.
- Training fresh joiners about company norms, policies, procedures, rules, dos and don'ts.

EDUCATION AND TRAINING

Bharathiar University, Coimbatore,
BBA AIRPORT MANAGEMENT

LANGUAGES

English, Hindi, Malayalam, Tamil

English: C2
Proficient

Malayalam: C2
Proficient

Hindi: C2
Proficient

Tamil: B1
Intermediate

ACCOMPLISHMENT

- Improved delivery of Product by increasing the fleet size and outlets, realizing overall increase in customer satisfaction and cost efficiency.
- Consistently maintained high customer satisfaction ratings.
- Led team to achieve remarkable during Covid 19 Pandemic lock down, earning recognition from upper management.
- Promoted from Sales Coordinator to Administration Officer and Sales Head, in less than 12-months

REFERENCE

Mr. Pradeep Kumar

Asst. Vice President – Zonal Head Kerala Airports
EBIXASH
World Money Limited
Phone: +91 9847061540

DECLARATION

I hereby declare that the information mentioned above is true to the best of my knowledge

SITHU SANTHOSH