

# SHILPA K C



## CONTACT

- +971 547651370
- shilpakc1997@gmail.com
- Dubai, UAE
- <https://www.linkedin.com/in/shilpa-gireesh-67284921b>

## ACADEMIC CREDENTIALS

### MASTER OF SCIENCE IN STATISTICS

- Mangalore University  
Campus, Karnataka, India

### BACHELOR OF SCIENCE IN STATISTICS

- Nehru Arts and Science  
College, Kerala, India

## CERTIFICATION COURSE

- Basic Accounting from ALISON |  
Jul 2023

## ACADEMIC PROJECTS

- M.Sc. Project**  
Project on Customer Price Index, taking data of several years and predict future index values using Time series analysis.
- B.Sc. Project**  
Project on the data collected from “Ente Maram Mission” of Kerala Government and analysis of plant growth.

## WORKSHOPS/ACHIEVEMENTS

- Two-day workshop on Python programming.
- One day workshop on SPSS.
- One day workshop on Latex software.
- Participated in National Service Scheme and attended seven days camp during the year 2019.

## PROFILE SUMMARY

Experienced Teller with a strong background in cash handling, transaction processing, and customer service. Exceptional communication skills and a track record of providing excellent customer experiences. Seeking a new opportunity to contribute expertise to a dynamic financial institution and advance career growth.

## KEY SKILLS

- Team Work
- Work Ethic
- Communication
- Problem-Solving
- Financial Transactions
- Time Management
- Interpersonal ability
- Adaptability
- Punctual
- Cash Handling
- Positive attitude
- Analytic Skills

## EMPLOYMENT CHRONICLE

### TELLER | Mar 2021 – Sept 2021

#### REDHA AL ANSARI EXCHANGE UAE

- Provide exceptional customer service to clients visiting the exchange branch.
- Accurately count, verify, and process cash transactions.
- Assist customers in sending and receiving money domestically and internationally through remittance services.
- Balance the cash drawer at the end of each shift and generate reports for management.
- Monitor and oversee all transactions, promptly reporting any suspicious activities to the Anti-Money Laundering and Anti-Fraud (AMLA) department at the head office.
- Provide assistance to customers in processing various transactions, including payments, cash transfers, & remittances.
- Handle all transactions and sensitive information with utmost responsibility and confidentiality.
- Adhere strictly to security protocols and regulations to ensure the safety and integrity of financial operations.

### CHEGG EXPERT | Jun 2022 – Sept 2022

#### CHEGG INDIA

- Online tutoring and academic assistance.
- Answering student questions.
- Creating study materials and solutions.
- Providing guidance and adhering to policies.
- Ensuring student satisfaction.

## COMPUTER PROFICIENCY

- MS Office
- Programming language R
- C, C++
- Internet & E- Mail

## LANGUAGES KNOWN

English	<div></div> 90 %
Malayalam	<div></div> 100 %
Hindi	<div></div> 90 %

## INTERESTS

		
Music	Travelling	Reading

## REFERENCE

- Available upon request

## PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach skills include patience, attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT** - Management skills to direct others and review others performance.

## PERSONAL DOSSIER

Gender	: Female
Date of Birth	: 30-06-1997
Nationality	: Indian
Marital Status	: Married

## PASSPORT DETAILS

Passport Number	: S0844973
Visa status	: Spouse Visa
Visa Expiry	: Feb 2025

## DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

**SHILPA K C**