




SHITHIN K T

CONTACT

 +971556993250

E MAIL

shithindevadas005@gmail.com

CURRENT ADDRESS

Opst. Muringa Villa,
Deira, Dubai,
United Arab Emirates





AREAS I AM GOOD AT

- ❖ PROBLEM SOLVING
- ❖ COMMUNICATION & RELATION BUILDING
- ❖ MULTITASKING
- ❖ LEARN AND IMPROVE
- ❖ KEEN OBSERVATION
- ❖ ISSUE HANDLING
- ❖ REPORTING

SUMMARY

Experienced Banking & Finance professional, having Master's Degree in commerce, with excellent analytical skills and result driven attitude. Having proven track record in Customer management, Financial reporting, Documentation and office management. Seeking a challenging career in an organization where my knowledge and skills can be leveraged for the attainment of organizational objectives and goals as good work ethics and attention to detail.

EDUCATION

-  M.Com Finance {Under Calicut University} 2018
-  B.Com Finance {Under Calicut University} 2016
-  Higher Secondary {Under Kerala Board} 2013
-  Secondary {Under Kerala Board} 2011

SOFTWARE

- ❖ M S Excel { Proficient}
- ❖ Tally ERP 9 { Proficient}
- ❖ M S Word { Proficient}
- ❖ Peach Tree { Proficient}

EXPERIENCE

WEAVE DREAMS TAILORING & TEXTILES LLC.

{From January 2023 to Till Date}

Dubai, UAE

Major areas of work as Accountant

- Monthly checking and reconciling of Branch books with Head office books.
- Preparing and submitting report to the management about monthly Collection.
- Management of Cash & Credit accounts,

ESAF SmallFinanceBank LTD.

{From August 2022 to January 2023}

Major Areas of Work as Senior Officer

- Creation of new business prospects for bank
- Follow up with customers
- Uploading all day-to-daycash transactions
- Preparation and submission of collection report
- Bank Account opening and Customermanagement

LANGUAGE PROFICIENCY

English***(Professional)

Malayalam*** (Native)

Hindi** (Intermediate)

Tamil* (Beginner)

HOBBIES

❖ MUSIC

❖ MOVIES

❖ SPORTS

BIODATA

Date of Birth : 10-10-1995

Marital Status : Single

Father : Thilakan k T

Mother : Sheena P V

Permanent Address :

Karali House,

Arikaniyoor Post

Thrissur-kerala,

India-680102

RESIDENCE STATUS

Country: India

Visa Status: Visiting Visa

Catholic Syrian Bank LTD.

{From February 2020 to June 2022}

Major Areas of Work as **BusinessDevelopment Officer**

- Creation of new business prospects for bank.
- Examination of loan documents and Collaterals of the customers.
- Building relationship with customers and ensure they are getting quality service.
- Documentation and Reporting.
- Supporting in Branch operations.

Manappuram Asset Finance LTD.

{From April 2018 to December 2019}

Major Areas of Work as **Assistant Branch Head**

- Analyzing and approving Credit facilities to customers.
- Handling Documentation of Various loans.
- Leading a team of 5 members, analyzing their day to day works.
- Reporting to higher authorities

COURSES & CERTIFICATIONS

- 6 Months CourseCompleted on Foreign and Indian Accounting.
- 1 YearCourse onMaster in FinancialAccounting.
- AIMA Management Certificate

REFERENCE

Mr.Sudarshan

(Manager, Weave Dream Tailoring), Deira, Dubai

Phone: +971 567927751 Email: managerweavedream@uae.com

Leo Francis

(Branch Operations Manager, ESAF SmallFinanceBank LTD.

Phone: +91 9037670037, Email: leo.francis@esafbank.com

Priyadarshini K

(Branch Manager, Manappuram Asset Finance LTD..

Phone: +91 9387907930, Email: priyadarshini@csb.co.in