



AKSHAYA CK

BRANCH SUPERVISOR - +971562321901

PROFILE

Over the past 6 years, I've build a solid foundation of skills and knowlegde as an office coordinator.Equipped with my strong organizational skills, leadership abilities, and customer service experience.

SKILLS

Coordination and Communication

Strong administration and Communication Skill

IT & Soft Skills

Symex Software - Working Experience
Casmex Software - Working Experience
MS Excel,MS Word with fast typing skil
Internet , Social Media, Tally, Book Keeping
Languages Known - English, Malayalam, Hindi ,Tamil

PERSONAL DATA

FATHER : Late. Anilkumar CK

Mother : Suma . P

DOB : 16-05-1997

Martial Status : Single

Sex : Female

EDUCATIONAL TRAINING

MBA- MADRAS UNIVERSITY

B.COM- CALICUT UNIVERSITY

HOW TO REACH ME

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Email : akshayaacomeri@gmail.com

Address : Shaikh hamadhan building
Blue block B8 building
Flat no .304, Al karama Dubai

Passport No : U4088996

Expiry Date : 21/ 04 / 2030

CAREER SUMMARY

BRANCH IN CHARGE

AL ZAMAN EXCHANGE WLL, DOHA, QATAR

- MANAGING DAILY CLOSING AND ONLINE POSTING OF REMITTANCES.
- CONTROLLING AND FUNCTIONING OF LOCKER.
- HAVING A DEPTH KNOWLEDGE IN ALL REMITTANCES PRODUCT AND THEIR ACCOUNTING PROCEDURE.
- STRONG UNDERSTANDING OF NEW TECHNOLOGIES AND HOW THEY CAN BE APPLIED IN OPERATIONAL ISSUES
- DEVELOP AND MANAGE STRATEGIC RELATIONSHIP BETWEEN CLIENTS.
- CONTROLLING & MERGING BRANCH AND HEAD OFFICE ACCOUNTS
- ENSURE THE CUSTOMER SERVICES OF HIGHEST STANDARD IN THE TEAM.
- MONITORING CURRENCIES RATE AND HANDLING BULK PURCHASE & SALES

Senior Coordinator & Office Admin

Calicut Landmark Builders I oct 2017 to 2021

- Records and manage Sales Files and Documents.
- Preparation and Promotion of SalesPromotion Tools (Images, Leaflets, Mailers etc.
- After Sales Service - Grievance handling and communication with concerned department.
- Product and Service Presentation.
- Hiring and retaining talent for the organisation at the right cost.
- Organising important events of the organisation.
- Helping resolve conflicts and other issues within the company.
- Conducting exit interviews with outgoing employees.
- Overseeing the termination process of an employee.
- Counselling employees who are stressed.
- Introducing employee wellness programs.