

AKHIL VILAKKATHARA



Contact:

Al nahda, Dubai

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AGE & DOB: 29, 26/02/1994.

EDUCATION

**DEGREE BBM
PLUS TWO
SSLC**

SKILLS

Data Entry

Excellent Customer Service

Working under pressure

Critical Thinking

Collaborative & Result oriented

Languages Known

English & Malayalam (*Native or bilingual Proficiency*)

Tamil & Hindi (*Limited working Proficiency*)

Interests

Travelling

Football

Reading

Music

References

Will be provided upon request.

Profile : Pursue a challenging career in a leading and progressive organization providing ample growth and learning opportunities with the aim to contribute positively towards its goals to the best of my experience and to further enhance my professional and personal skills.

CAREER

Mar' 21 to tilldate :Teller- Redha Al Ansari Exchange, Dubai (UAE)

- Purchase/ Sale of Foreign currency and conversion in Dirham or any other currency at prevailing exchange rate.
- Adhere to AML/CFT policy under the Central bank guidelines.
- Adhere to signed company rules and policy/ procedure.
- Ensure genuineness of currency notes being exchanged.
- Fake notes reported immediately to the manager, who will take necessary steps to report to Central Bank/ Local Police.
- Accept cash from remittance customer as per payment voucher.
- Verify voucher in the system and generate cash receipt voucher.
- Accept cash for salary deposits by WPS customer and make payments for cash payout.
- Tallying of cash as per system and deposit with treasury before end of duty.
- Write report in Logbook about tally, excess, short and system problems, if any.

Jan'19- Sep'20: Operation Executive – First Flight Couriers Middle East LLC

- Handling and forwarding International shipments and local shipments
- Ensuring that the shipments have been received and tallied according to manifesto.
- Co ordinate with operations, sales , customer service to meet operational requirements.

Nov'16 – Jan'18: Sales Executive-Axis Bank, Thrissur, Kerala

- Was handling loan department and was responsible for bringing business in term of vehicle & home loan.
- Planning customer visit and explaining perks of loans from Axis bank compared to competitor bank.
- Reporting and communicating about day to day business to senior authorities.
- Analyzing the work and final reports.