



VIPIN VAMANAN NAIR

RELATIONSHIP OFFICER / TELLER / CASHIER / CASHIER CUM SHOP ASSISTANT

EDUCATION

MBA FINANCE MANAGEMENT, ANNAMALAI UNIVERSITY, TAMILNADU (Ongoing)

BA SOCIOLOGY, ANNAMALAI UNIVERSITY, TAMILNADU

EXPERIENCE

VISTAS TECHNO LABS PVT LTD

FINANCIAL ADVISOR (Contract) May 2023 – September 2023

- Built and maintained strong relationships with carriers, companies, and clients.
- Assist in selecting the ideal credit card by considering a client's financial situation, spending habits, and credit score. recommending cards with low interest rates or valuable rewards.
- Choosing the appropriate bank and bank account type to suit their needs, whether it's a savings account, checking account, or a combination of both.
- Help clients understand when taking out a personal loan is a sound financial decision. They can offer guidance on loan terms, interest rates, and repayment options.
- Offer comprehensive financial planning, helping clients set financial goals, create budgets, and make informed decisions regarding credit, loans, and other financial products.

MUTHOOT MICROFIN LTD

RELATIONSHIP OFFICER March 2022 – April 2023

- Resolves customer issues and answers questions
- Promoting and driving the sale of loans, other services to existing and potential clients
- Monitoring the loan portfolio and follow up on repayment
- Informing customers about company products and services
- Ensure depositing of all cash after daily/monthly collections to the branch for safe keeping and documentation
- Sending daily dashboard report to management
- Maintenance of cash & bank books

CONTACT

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PERSONAL DETAILS

Date of Birth : 09/01/1995

Marital Status : Single

Nationality : Indian

Passport : M8621040

Visa Status : Visit Visa

SKILLS

Customer Service

Attention to Details

Data Entry

Cash Handling

Basic Maths skills

Sales Proficiency

Complaint Resolution

Business Development

Teamwork

POS Inventory System Operation

Multi-Tasking

Dependability

COMPUTER SKILLS

- Serenpro
- Megasoft
- Photoshop
- Ms Office

LANGUAGES

- English
- Malayalam
- Hindi

INTERESTS

- Computing
- Travelling
- Reading

HINDUSTAN AGRO ORGANIC COMPANY LLC

CASHIER

February 2019 - January 2022

- Managing and handling cash transactions, including receiving payments, making change, and ensuring cash security.
- Maintaining accurate and current financial records for all cash transactions, utilizing accounting software or manual methods.
- Processing payments for company expenses, including salaries, vendor invoices, and petty cash reimbursements through check issuance or electronic transfers.
- Depositing daily or periodic cash and checks in the company's bank accounts. Ensuring that deposits are made accurately and in a timely manner.
- Interacting with vendors, suppliers, and service providers in terms of cash payments and maintaining positive relationships with them.
- Providing support and documentation during internal or external audits to verify the accuracy of financial records and transactions

PATANJALI AYURVED LTD & DIVYA PHARMACY

CASHIER CUM SHOP ASSISTANT

December 2016 – December 2018

- Provides a positive customer experience with fair, friendly, and courteous service.
- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases.
- Resolves customer issues and answers questions.
- Itemizes and totals purchases by recording prices, departments, taxable and nontaxable items; and operating a cash register.
- Ensuring high levels of customer satisfaction through excellent sales service
- Maintain a fully stocked store
- Ascertain customers' needs and wants
- Recommend and display items that match customer needs

TRAINING & CERTIFICATIONS

- **Certificate Course in Entrepreneurship (CCE)**
Sriniraju Center for IT and the Networked Economy at Indian School of Business, Hyderabad
- **Certificate Course on Integrated Nutrient Management**
Kerala Agricultural University, Mannuthy
- **Certificate Course in Graphic Designing (Photoshop, Illustrator)**
G-tec Computer Education, Kollam