

# SYAMKUMAR.M.S

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## SUMMARY:

Secure a responsible career opportunity to fully utilize my experience in the various fields, such as Office Management/Administration, Accounting, Cash handling, Banking, Financial Services & Customer Service skills, while making a significant contribution to the success of the company.

## SELF APPRAISAL:

- Capability to organize the office administration to a highly efficient standard.
- Possess excellent cash management, accounting & customer service skills.
- Good interpersonal communication with guidance abilities and professional display.

## KEY SKILLS:

- |                     |                            |                    |
|---------------------|----------------------------|--------------------|
| • Administration    | • Operations management    | • Microsoft Office |
| • Accounting        | • Front office management  | • Communications   |
| • Data Entry        | • Cash Handling Operations | • Multitasking     |
| • Customer Services | • Team Leadership          | • Quality Control  |

## PROFESSIONAL EXPERIENCE:

**OFFICE ADMINISTRATION AND ACCOUNTS ASSISTANT, 04/2022 - Current**

**EXCLUSIVE WORK TECHNICAL SERVICES L.L.C, DUBAI, UAE**

- Maintaining multiple calendars and setting appointments, creating email templates and filing systems.
- Filing various documents and maintaining databases, Updating spreadsheets and other data entry tasks.
- Monitoring daily telephone communications and answering any queries.
- Preparing statutory accounts. Ensuring payments, receipts, amounts and records are correct.
- Working with spreadsheets, payments and receipts ledgers and journals.
- Recording and filing cash transactions and other documentations.

**ACCOUNTS ASSISTANT, 11/2021 - 03/2022**

**GREENMART GENERAL TRADING L.L.C, AJMAN, UAE**

- Ensuring of all accounting and financial operations of the cash counter, billing and office.
- Preparing accounts and tax returns. Monitoring the expenses, petty cash and budgets.
- Auditing and analyzing financial performance. Financial forecasting and risk analysis.
- Advising on how to reduce costs and increase profits. Recommend, develop and maintain financial databases, computer software systems and manual filing systems.

**ASSISTANT MANAGER – (ACCOUNTS & FINANCE), 12/2020 - 09/2021**

**ESAF SMALL FINANCE BANK LTD, KERALA, INDIA**

- Ensure and controls all banking transactions, teller activities, forex transactions and financial operations are carried on according to the standard operations policy and with due diligence.
- Improve operational management systems, processes and best practices.
- Examine financial data & accuracy and other reports of the branch.
- Manage the branch operations in every area of banking activity including the Cash, Sales examining money laundering and Customer services.
- Increase the quality of customer service and customer satisfaction.

**OPERATIONS OFFICER, 03/2017 - 12/2020**

**ESAF SMALL FINANCE BANK LTD, KERALA, INDIA**

- Manage daily cash operations, record daily transaction entries and prepare reports on a daily basis of the branch.
- Selling of banking products to clients. Products might include CASA, Credit Cards, Mortgage, Loans, life insurance, Bank Assurance, FOREX, or all of these.
- Prospecting and identifying new leads and pitching to the clients.
- Providing client service to existing customers which are required to manage all aspects of customer relationships.

**CASHIER CUM ACCOUNTANT, 01/2015 – 03/2017**

**ESAF MICROFINANCE & INVESTMENTS (P) LTD, KERALA, INDIA**

**BRANCH IN CHARGE & ACCOUNTS EXECUTIVE, 12/2010 – 12/2014**

**CONSIM INFO PVT LTD, KERALA, INDIA**

**CO-ORDINATOR & TEACHER, 01/2011 - 09/2021**

**MASTER STUDY CENTRE, KOLLAM, KERALA, INDIA**

**CO-ORDINATOR & TEACHER, 09/2005 -11/2010**

**EDUCATIONAL INSTITUTION, KOLLAM, KERALA, INDIA**

#### **EDUCATIONAL QUALIFICATION:**

**MCA (Master's degree)**

THANTHAI HANS ROEVER COLLEGE, TAMILNADU, INDIA  
(Bharathidasan University)

(2005 – 2008)

(Course Completed)

**B.Com (Bachelor's degree)**

TKM COLLEGE OF ARTS AND SCIENCE, KERALA, INDIA  
(Kerala University)

(2002 – 2005)

**I.S.C (Plus two)**

TRINITY LYCEUM, KERALA, INDIA

(Council For The Indian School Certificate Examinations, New Delhi)

(2000 – 2002)

#### **LANGUAGES KNOWN:**

- **ENGLISH**
- **MALAYALAM**
- **HINDI**

#### **PERSONAL DETAILS:**

Passport details : **M3430417. Date of Expiry: 10/11/2024**  
Visa details : **Employment Visa (2 years)**  
Visa Expiry : **10/10/2024**