

## NANDAKIRANA

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### **CAREER OBJECTIVE**

Professionalism in the job, continuous updating of knowledge, build-up skills & attitudes and challenging environment where I can contribute to organizations profitability and stability through application of my acquired knowledge and experience.

### **PERSONAL DETAILS**

Nationality	:	Indian
Date of Birth	:	10 <sup>th</sup> April 1988
Religion	:	Hindu
Languages	:	English, Hindi, Kannada, Tulu & Malayalam
Marital Status	:	Un-married
Gender	:	Male
Passport No	:	U2947341

### **OVERALL SUMMARY**

- A result oriented & solution-focused Marketing executive and Customer service officer with 3+ years of work experience in UAE.
- A highly motivated professional who excels in high-pressure situations and risk management.
- Team player with a high degree of commitment to organization and individuals.
- Good analytical mind with strong leadership skills and able to work with employees at all levels.

### **AREAS OF EXPERTISE**

- Marketing in Retail and WPS.
- Customer Service for variable corridors
- Cash management/ Foreign currency handling.
- Front line sales and Marketing.
- Branch operation.

### **PROFESSIONAL SUMMARY**

**Company:** Emirates India International Exchange LPC

**Tenure:** 18<sup>th</sup> Jan 2021 – Present

#### **Job Profile:**

- Worked as Customer Service Officer. Handled Teller, Cashier and Assistant Branch in charge role.
- Worked as Marketing Executive for Retail and WPS with all Branches of Dubai and Sharjah Northern Emirates
- To provide information enquiries about products, services, to understand customer's problems and resolving the complaints.
- Having Cashier Experience, Foreign Currency handling and thereby having a detailed knowledge of retail and wholesale banknotes with competent rates.
- Tallying and safe depositing of physical cash in the branch.

**Tenure:** 1<sup>st</sup> April 2008 to 15<sup>th</sup> Nov 2020

**Job Profile:**

- Worked as maintenance technician.
- Worked various organization as HVAC Technician.
- Operation and maintenance of various units for smooth operation.

**ACHIEVEMENTS**

- Best marketing executive (Dubai Region) for Q1, 2022 for Emirates India International Exchange LPC.

**EDUCATIONAL QUALIFICATION**

- ITI in Mechanical Refrigeration & Air-conditioning (Under NCVT)– 2005-07 from Xavier ITC, Mangalore.
- Completed SSLC from Karnataka secondary education board in S.G.K.M High School.

**DECLARATION**

I hereby declare that the above-mentioned details are true to my knowledge.

Place: **Dubai, UAE**

Date:

**(NANDA KIRANA)**