



JIFRIYA P K

OFFICER CORRESPONDENTS & BANKING RELATIONS

PROFILE

B.com Graduate with 4+Years Professional Experience, Seeking a challenging position in a reputable money exchange organization, leveraging my qualification and prior experience as an Relationship Officer and Operations Assistant at ESAF Bank. Committed to delivering exceptional customer service and ensuring accurate and efficient handling of money exchange transactions. Eager to contribute my skills and drive towards the success of the organization while further developing my expertise in the financial services industry

WORK EXPERIENCE

ESAF SMALL FINANCE BANK

2022 - 2024

Relationship Officer/Operations Assistant

- Worked as Teller,
- Manage day-to-day branch operations
- Assess customer needs and suggest suitable banking products and services like credit cards, loans, CASA, Bancassurance, loans, etc.
- Stay up-to-date with current banking policies, regulations, and trends.
- Identify potential customers, adhere to sales calls with prospective customers, and pitch sales ideas to clients
- Manages NRI customer relationships with existing clients
- Conducting marketing activities and travelling locally to meet new customers as a daily activity
- Prepare sales presentations and promotional materials.
- Achieve sales targets as assigned by the organization on a daily and monthly basis
- Daily entry of interaction with customers in the bank's CRM system.

TRANS CONTINENTAL BUILDING SOLUTIONS PVT LTD

Accountant & Purchase Assistant

2020-2022

- Record and maintain all the entries of day-to-day business transactions like Sales, Purchase, Payment, Receipts.
- AP Invoices verification and posting.
- Handling bank reconciliation.
- Record all expenses and review those expenses & keep track of expenses every month.
- Attendance details entry and monthly closing for salary statements.
- Issuance of Local Purchase Order as per the requirements .
- Assisting the Auditor with the GST filling.
- Control over the Sales team and inventing new marketing promotional activities.
- Maintaining relationships with existing and New Vendors.

CONTACT

- ☎ +971 50 573 4767
- ☎ +971 50 135 8652
- ✉ Jifriyapk2612@gmail.com
- 📍 Rashidiya 3, Ajman, UAE

PERSONAL INFO

- Nationality : Indian
- Date of Birth : 26-12-1998
- Gender : Female
- Marital Status : Married
- Passport No : 9873014
- Passport Expiry: 04-10-2033
- Father's Name : Mr. Abdul Latheef
- Address : PK House, Mangalam
- Visa Status : Visit Visa
- Visa Expiry : 12-06-2024

SKILLS

- Cashier/Teller
- Foreign currency
- Team Work
- Attention to detail
- Effective Communication
- Computer literacy
- Customer Relation Management

LANGUAGES

- English
- Malayalam
- Hindi
- Tamil

TECHNICAL KNOW

- Tally ERP.9
- Peachtree
- Quick Books
- Banking
- Microsoft Office
- Microsoft Excel

INTEREST

- Reading
- Browsing
- Traveling
- Listening to Music

EDUCATIONAL QUALIFICATION

BACHELOR OF COMMERCE (B.COM) University of Calicut-Kerala	2016-2019
DIPLOMA IN FINANCIAL ACCOUNTING (PDCF) Rutronics- Kerala	2023
HIGHER SECONDARY HSE- Govt of Kerala	2014-2016
SSLC Govt of Kerala	2014

REFERENCE

DINEESH C Branch Manager/ ESAF Bank +91 9895533399	MUHAMMED SHAFI AP General Manager/Trans Cont. +91 9496868635
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