



# LEO DEVASSY

BUSINESS DEVELOPMENT MANAGER

## PERSONAL PROFILE

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas for unforgettable marketing campaigns.

## CONTACT

-  Porathur Kittan (H)  
Kandassankadavu  
Thrissur, Kerala, India
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-  +919633559292
-  leodevassy

## EDUCATION

Mba (International Business Management) 2023

Bachelor of Commerce  
Annamalai University 2013

Higher Secondary Course  
12th(Commerce) 2010

Secondary School 10th  
Cbse (Riyadh) 2008

## SKILLS

- Exceptional communication and networking skills
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results

## WORK EXPERIENCE

### Joyalukkas Group & Joyalukkas Exchange LLC

MAR 2016 -MAR 2021

- Sales Executive Cum Accountant(Saudi Arabia,Riyadh) 2016-2018
- Customer Service Executive at Money Exchange (Muscat,Dubai) 2018-2019
- Operations Assistant at Money Exchange Corporate Office (Muscat) 2019-2021

### Job Roles

#### Total 5 years Experience in Joyalukkas Group

- Handling Sales & Accounts related works,(Payment Voucher,Receipt Voucher& Bank payments.)
- Working as Customer Service Executive in branch and perform(Remittance Transactions,Customer query,Account opening,Forex Transactions buy & sell follow AML Complainece policies)
- Handling fund positions in (Bank Vostro accounts,Customer complaints,Transaction processing,Webremits&Reconciliation.

## REFERENCES

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Tony Joseph  
Former Country Manager  
Mob - +966598958238

Ansar Senthara  
Accounts Manager  
Mob - +96891393902  
Email-  
ansar@joyalukkasexchange.com

Baby John Chungath  
Regional Head  
rh.thrissur@unimoniindia.com  
+91956290022

## HOBBIES

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Driving  
Travelling  
Social Media  
Reading  
Playing

## PERSONAL DETAILS

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- DOB - 17-08-1992 (30)
- Marital Status- Married
- Nationality-Indian

## DRIVING LICENCE

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- Muscat,Oman
- Saudi Arabia
- India

## Unimoni Financial Services

DEC 2021-2024

Worked as Business Development manager for the past two years

## CERTIFICATION

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- AutoCAD Electrical (2014)
- Business Management(Short Course)
- Accounting & Finance(Short Course)
- Basics of Customer Services
- Risk Management in Financial Sector

## LANGUAGES

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- English
- Hindi
- Tamil
- Arabic
- Malayalam
- Bangladesh

## PROFICIENCIES

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- Social Media Marketing
- Typing Speed
- Microsoft Word
- Microsoft Excel
- Basic Computer Knowledge

## DECLARATION

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I hereby declare that the above mentioned information furnished by me is true and correct to the best of my knowledge and belief.

**LEO DEVASSY**