



JIJIN T V

Bank Teller

Friendly and accurate bank teller with over 4 years of experience helping customers. Voted "Teller of the Year" in 2021 for exceptional customer service. Seeking to utilize extensive knowledge of consumer banking, processing deposits, withdrawals, and transfers, and answering financial questions.

✉ jjinuae@gmail.com

☎ 0562757349

EDUCATION

Bachelor Of Business Administration Madurai Kamraj University

2014

GPA : 70 %

WORK EXPERIENCE

Supervisor Redha Al Ansari Exchange Dubai Mall

01/2020 - Present

DUBAI

Achievements/Tasks

- Directly reports to managing director (Daily /Monthly, reports) guides staff and other clerical works.
- Training newly hired staffs assigned in the branch
- Handles customer complaints and enquiries (Walk in and Incoming calls) and provides a range of proper resolution to achieve customer satisfaction.
- Maintains good relationships between the customer and introduces new products that company is offering
- Disseminate information by using the telephone, mail services, web sites and e-mail.
- Anti-Money Laundering Act (Foreign Exchange Remittance Group (FERG).
- Managed over [1450] in monthly transactions.

Sales Executive MARIKKAR MOTORS

06/2014 - 12/2018

KANNUR

Achievements/Tasks

- Selling both new and used bikes as well as finance and related products to clients
- Marketing and proofing vehicles to add-ons such as finance and insurance protection
- Demonstrating vehicles to clients explaining their features and going for test drive
- Meeting customers face to face and holding sales discussions about vehicle with them
- Preparing sold vehicles for customer delivery by having them service and cleaned up
- Responded to service requests and maintained on-call status for emergency service needs
- Explaining vehicle finance options to customer in a clear and understandable manner

SKILLS

Staff Management

Banking

Organized

Analytical

Flexible

Goal Orientated

Excellent Time Management Skills

Employee Relations

Strategic Planning And Execution

PERSONAL DETAILS

Date of birth : 22/08/1992

Passport number : R1939462

LANGUAGES

English

Native or Bilingual Proficiency

Hindi

Native or Bilingual Proficiency

Malayalam

Native or Bilingual Proficiency

REFERENCES

Provisions will be made on request