



# 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

---

-  International City  
Spain Cluster S4
-  ldevassy2@gmail.com
-  +971582871550
-  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 & Accountant(Saudi Arabia,Riyadh) 2016-2018
- Customer Service Executive at Money Exchange (Muscat) 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

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

## LANGUAGES

English  
Hindi  
Tamil  
Arabic  
Bangladesh

## PERSONAL DETAILS

- DOB - 17-08-1992 (31)
- Marital Status-
- Married Nationality-  
Indian

## DRIVING LICENCE

- Muscat
- Saudi Arabia
- India

## Unimoni Financial Services

DEC 2021-2024 MAY

Worked as Business Development Manager for the past two years and 6 months

### Job Roles

- Initiating Gift & Educational Transactions world wide
- Forex Transactions Buy/Sell
- Inward Remittance From Money Products
- Maintained Friendly & Professional Customer Interactions
- Well Focussed on Digital Marketing,Google Reviews

## CERTIFICATION

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

## PROFICIENCIES

- Data Entry Skills
- Edd & Compliance Norms
- Basic Computer Knowledge
- Microsoft Word & Excel
- Typing Speed

## DECLARATION

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**