



SANTHOSH A

Flat No.101, Al Raffa, Bur Dubai, Dubai, U.A.E
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Objective

Looking for an exciting and dynamic role where I can utilize my skills and experience to drive tangible results. Passionate about joining an organization that fosters a culture of innovation, continuous learning, and personal growth.

Experience

- CDS EVENT MANAGEMENT (KOTTAYAM)** 07/19 - 10/23
OPERATIONS EXECUTIVE

Maintain and update company databases and records.
Assist in the preparation of reports, presentations and other documents as required.
Manage office expenses and budget, ensuring cost-effective operations.
Maintained post-event documentation, feedback collection, and performance analysis.
Supervised setup and dismantling of events, ensuring timelines and quality standards were met.
- SHRIRAM FINANCE LIMITED (PEERUMADE)** 10/23 - 03/25
JUNIOR EXECUTIVE CUM CASHIER

Accurate and timely data entry of customer information, loan details, and other relevant data into the company's systems.
Facilitate the disbursement of approved loans and ensure that all necessary agreements and documentation are completed.
Process daily customer transactions including deposits, withdrawals, money transfers, and bill payments.
Verify account details, customer identity, and compliance with financial regulations.
Maintain high levels of accuracy and attention to detail under pressure.
Assist customers with inquiries about financial products and services.
Managing and accounting opening and closing balance.

Education

- Marian College Kuttikkanam (Autonomous)** 2016-2019
B A ECONOMICS
- Panchayat Higher Secondary School Elappara** 2015
Higher secondary
- Panchayat High School Elappara** 2013
SSLC

Skills

- M S Office
- Communication Skills
- Customer Service
- Organizational Skills
- Problem solving

- Cash Handling & Reconciliation
- Financial Transaction Processing
- Accuracy & Attention to Detail
- Adaptability

Languages

- English
- Malayalam
- Tamil
- Hindi

Personal Details

- Passport : UB1102334
- Visa status : Visit visa
- Visa Expiry : 21/07/2025
- Passport Expiry : 11/03/2031

Reference

- **Praveen Babu - Shriram Finance Limited**
Operation Executive Cum Cashier
Praveen.babu@shriramfinance.in
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- **Abin Baby - CDS Event Management**
Operations Executive
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