

Al quasis, Dubai  
PHONE NUMBER. - 00971563769757  
PASSPORT NUMBER. U5191568  
EMAIL ADDRESS - RESHMA.CHULLIYIL2RAZAR@GMAIL.COM

**RESHMA AKHIL**

---

**CAREER OBJECTIVE:**

*Dedicated accounts and customer service professional with experience in a fast-paced environment, seeking an opportunity in a reputed company.*

**PROFESSIONAL EXPERIENCE:**

**CUSTOMER RELATION EXECUTIVE – AHALYA EXCHANGE, THRISSUR – DECEMBER 2018 TO DECEMBER 2019**

**JOB FUNCTIONS:**

*Foreign exchange-Accounts-Company Operations- Business Development- Strategy Planning - Team Building & Training - Product Campaigning - Project Management- Travel & Tours.*

- *Rich experience in money transfer, services & online transfers*
- *Experience in accounting, sales, foreign exchange*
- *Experience in all departments transaction, management and banking*
- *Thorough knowledge of sales procedure billing and reporting*
- *Hands on leader with strong expertise in company operations*
- *Excellent business development skill*

☐ *The responsibilities in the role of an Accountant include the following:*

- ☐ *Taking the daily invoice count and entering them in the Company's accounting application.*
- ☐ *Preparing and maintaining the petty cash book.*
- ☐ *Making sure that the invoices are paid to the vendors in a timely manner.*
- ☐ *Assist with the month end close of the books of accounts.*
- ☐ *To escalate any process issues with the relevant stake holders.*
- ☐ *Help in the accounting of various Loans and deposits.*

- *The responsibilities in the role of a Customer Relation Executive include the following:*
  - *International Currency Exchange (FOREX)*
  - *Travel Currency Card (TCC)*
  - *Money Transfers via SWIFT, MTSS and DMTSS*
  - *Procuring customers for Loans including Personal Loans, Gold Loans, and Property loans and processing the same*
  - *Assistance in acquiring Pan Card and Passport for the Customers*
  - *Acquiring the customers for Deposits and Bonds.*
  - *Aid in tickets booking and visa procurement for customers*
  - *Assistance in Attestation of various certificates*

**ACCOUNTS EXECUTIVE – MASTER POWER INVERTER, THRISSUR – JUNE 2015 TO MAY 2016**

- *The responsibilities in the role of Accounts Executive included the following:*
  - *Daily updating and maintenance of Cash book, Sales book and Purchase books*
  - *Maintenance of Ledger Accounts*
  - *Processing of Invoices*

**EDUCATIONAL QUALIFICATIONS:**

<i>Year</i>	<i>Education</i>	<i>Institution</i>	<i>Marks</i>
<i>2016-2018</i>	<i>MBA in Marketing</i>	<i>Coimbatore Institute of Management and Technology</i>	<i>6.1 CGPA</i>
<i>2012-2015</i>	<i>B. Com in Finance</i>	<i>Vimala College, Thrissur</i>	<i>65%</i>

**PERSONAL SKILLS**

- *Good learning ability, accountability, strong execution, and problem-solving ability.*
- *Superior verbal and written communication skills in English and Malayalam with the ability to quickly establish trust and reliability over the phone.*
- *Ability to work under tight deadlines, able to motivate others, energetic and able to work under pressure, and independent*
- *Customer oriented, highly organized and attentive to details*
- *Attention to detail and the ability to prioritize and meet deadlines*
- *Approachable and presentable*
- *Strong organization skill and good time management*
- *Strong interpersonal skills and ability to work in stressful environment*

**PERSONAL DETAILS:**

<i>Date of Birth</i>	<i>06.02.1994</i>
<i>Gender</i>	<i>Female</i>
<i>Nationality</i>	<i>Indian</i>
<i>Marital Status</i>	<i>Married</i>
<i>Languages Known</i>	<i>Malayalam, English, Hindi and Tamil</i>
<i>Hobbies</i>	<i>Reading, Listening to Music, Travelling</i>
<i>Strengths</i>	<i>Responsible, Hardworking, Good communication and Interpersonal Skills</i>
<i>Visa Status</i>	<i>Visiting Visa</i>

**DECLARATION**

*I hereby declare that the details given above are true and correct to the best of my knowledge and belief.*

*Yours sincerely,  
Reshma Akhil*

