



SYED ARSHATH

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OBJECTIVE

To gain long term employment with a company that is on or looking to be on the cutting edge, a company that puts value on people and the products they are promoting. Honest and Ethical, I am looking to call this company my family.

EDUCATION

BARATHIDASAN UNIVERSITY

2016

Bachelor of Computer Application
Grades - A

EXPERIENCE

EMIRATES INDIA INTERNATIONAL EXCHANGE - DUBAI

Aug 2018 - Nov 2020

CUSTOMER SERVICE OFFICER

SKILLS : Customer Service, Banking, Basic Computer, Records Management, Auditing, Cash Handling, Organizational, Teamwork, Calendar Management, Quality Assurance.

ROLE : Customer representative, filing, managing database, processing bills & meeting with greeting client.

DESCRIPTION :

- Answered multiple phone lines and resolved questions or issues for the customer.
- Arranged monies received in cash boxes and coin dispensers according to denomination.
- Balanced currency, coin, and checks in cash drawers at ends of shifts, and calculate daily transactions using computers, calculators, or adding machines.
- Carried out special services for customers, such as ordering bank cards and checks.
- Composed, typed, and mailed customer statements and other correspondence related to issues such as discrepancies and outstanding unpaid items.
- Counted currency, coins, and checks received, by hand or using the currency-counting machine, to prepare them for deposit or shipment to branch banks or the Federal Reserve Bank.
- Entered customer's transactions into computers to record transactions and issue computer-generated receipts.

EVERGREEN TVS - INDIA

Sep 2016 - April 2018

DOCUMENT CONTROLLER

DESCRIPTION :

- Manage and maintain all controlled company documents
- Update and control procedure documents and forms
- Create and manage document hierarchy and process systems
- Take charge of all document identification, classification, and filing
- Check and edit incoming documents and prepare for distribution
- Create document filing and organizing systems that are both effective and efficient

SKILLS

- Positive Attitude
- Communication
- Teamwork
- Self-management
- Willingness to Learn
- Thinking Skills
(problem solving & decision making),

ACHIEVEMENTS & AWARDS

- Member in JAMCROP.
- Member in ANTIDOWRY ASSOCIATION.
- Member in STUDENTEXNORA.
- Participated in ICTACT YOUTH contest.
- Certificate of merit district level sport in FOOTBALL.

COURSE ACHIEVEMENTS

- AutoCAD
- 3D Max

•MS Office
(Word, Excel, Power point,outlook &internet)

PERSONAL QUALITIES

- Quick learner.
- Smart worker
- Logical thinker.
- Negotiator.
- Team player.
- Deadline follower.
- Pressure Handle.

PERSONAL DETAILS

- D.O.B : 04-07-1992.
- Marital Status : Single
- LanguageKnown : English,Malayalam &Tamil.
- Passport Number : L2325493
- Visa Status : Visit Visa - until 05 jan 2022
- Vaccination Status : Two Dose completed

DECLARATION

**I HEREBY DECLARE THAT ALL DETAILS FURNISHED HERE ARE
TO THE BEST OF MY KNOWLEDGE.**
