



ALEENA ALEX



CONTACT

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Burdubai,Dubai United Arab Emirates



OBJECTIVE

Experienced in Accounting, Administration and in Customer service. Currently looking For a challenging Financial Position with a forward thinking Company Where I can excel, deliver and achieve my potential .



EXPERIENCE

Kosamattam Finance Kerala, India

August 2019 - December 2021

Branch Executive

- Providing instant Gold loan with minimum documentation and interest rate.
- Timely reminding customers about their repayment dates.
- Forex services
- Money Transfer
- Insurance Services
- Domestic Money Transfer done via IMPS/NEFT to any Bank.
- Providing Ticketing(International/Domestic Air, Bus to all major cities) Services to Customers in best deals.
- Opening Demat Account to Investors.
- Updation of KYC (Know your customer) details.
- Maintaining Records and invoices
- Deputation to another branches on the absence of a Branch Executive.

Intech&Biochem Agencies kerala, India

August 2016 - September 2017

Assistant Accountant

- Administration of the Office.
- Customer Relationships.
- Recording Business Transactions in Accounting software (Tally Erp.9).
- Invoice Processing .
- Purchasing&Generating Reports.
- Book keeping.
- Maintaining invoices&Records
- Checking E-mails&Orders.
- Safe custody of Cash and depositing the same into Bank.



PERSONAL DETAILS

Date of Birth : 19-04-1995

Marital Status : Single

Nationality : Indian

Passport No : T9581582

Visa Status : Visit visa



EDUCATION



Mahatma Gandhi University Kerala

2017-2019

M.COM(Finance)



Mahatma Gandhi University Kerala

2013-2016

B.COM (Finance&Taxation)



Board of Higher Secondary Examination Kerala

2011-2013

PLUS TWO (Commerce)



State Board of Kerala

2011

S.S.L.C



DECLARATION



I hereby declare that,all the statements made in this application are true and correct to the best of my knowledge and belief.



DATE



/ /2022

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