

# Abhirami Thulaseedhara Kurup



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## 📄 PROFILE

I am Abhirami Thulaseedhara Kurup. Detail oriented and resourceful professional with a strong background in financial transactions, office coordination and customer relations. Adept at handling cash management, ledger maintenance, front desk operations and customer support ensuring seamless business operations and client satisfactions. Skilled in data entry, documentation, complaint resolution and cross - selling financial product, with a keen eye for accuracy and compliance. A proactive team player with excellent communication, problem solving and organizational skills, committed to delivering high quality service in fast paced environment.

## 🌐 LANGUAGES

English, Malayalam,  
Hindi, Tamil, Telugu,

## 🎓 EDUCATION

### Bachelor of arts - History

Mahatma Gandhi University

June 2013 – March 2016 | India

## 💼 PROFESSIONAL EXPERIENCE

### MUTHOOT FINANCE LTD | KERALA | INDIA

CASHIER

May 2022 – January 2023

- Processed cash deposits, withdrawals and loan disbursements with accuracy, ensuring seamless financial transactions and customer satisfaction.
- Assisted customers in gold loan applications by explaining interest rates, repayment terms, loan tenures and associated policies.
- Guided customers through repayment schedules, available loan restructuring options and financial regulations.
- Maintained accurate financial records, prepared daily, weekly and monthly reports and supported audit by ensuring proper documentation.

### CHAVARA ACADEMY CBSE | HYDERABAD | INDIA

TEACHER

2016 – February 2020

- Taught and mentored students across various subjects, ensuring conceptual clarity and academic excellence.
- Incorporated technology and innovative teaching methods, such as smart boards and e - learning tools, to enhance classroom engagements.

### HIGHRANGE FINANCE

BUSINESS ASSOCIATE

January 2024 – January 2025 | Thookkupalam, India

- Conducted risk assessments for loan applicants, ensuring compliance with internal policies and financial regulations.

## 🧠 SKILLS

### \* Relationship building and networking

- Creative and innovative thinking
- Team management and leadership
- Effective communication and negotiation
- strategic thinking and problem - solving
- Sales and business development strategy development and execution.

### \* Csh handling and management

- Data Entry & Documentation
- Customer service
- Ledger maintenance
- Upselling & cross - selling
- Billing & invoicing
- Inventory & office supplies management