



AKASH VASU

BRANCH SUPERVISOR

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Al Jazzat, Sharjah

ABOUT ME

My objective is to obtain a position that will expand my knowledge, challenge me, and promotes analytical thinking that will allow me to learn valuable life lessons. Thus far I am an accomplished Sales Consultant with a solid history of achievement in Foreign Currency exchange sales. I am a motivated leader with strong organizational and prioritization abilities. My areas of expertise include communication (verbal and written), computer/technical literacy and organization/time management.

LANGUAGES

English	
Hindi	
Malayalam	
Tamil	

DRIVING LICENSE

Driving license category
Valid Dubai License

WORK EXPERIENCE

BRANCH SUPERVISOR

SHARAF EXCHANGE
FEB 2020 - PRESENT

- Executed Customer transactions regarding cash, money orders and Money Exchange.
- Educated customers on use of banking website and mobile apps.
- Answered customer inquiries regarding account balances, transaction history, services charges and interest rates.
- Performed customer transactions for money orders, cashiers checks, deposits and with-drawals.
- Maintained friendly and professional customer interactions.
- Answered telephone inquiries on banking products.
- Assisted customers with setting up or closing accounts, completing loan applications and signing up for new services.
- Completed highly accurate, high-volume money counts via both manual and machine-driven approaches.
- Handled various accounting transactions.
- Recognized needs and referred to appropriate representative or line of business for cross-sell or service opportunities.
- Conducted research to answer questions and handle issues using multiple systems and resources.
- Managed quality assurance program, including on-site evaluations, internal audits and cus-tomer surveys.
- Used Microsoft Word and other software tools to create documents and other communica-tions.
- Resolved problems, improved operations and provided exceptional service.
- Supervised and guided new employees on Task and responded quickly to questions, which improved understanding of job responsibilities.
- Helped employees with day-to-day work and complex problems by applying motivational and analytical strategies.

FACTORY INCHARGE

METROPOLIC PAPER INDUSTRIES | DUBAI
JAN 2018 - DEC 2019

- Production Supervisor & Logistics Team Leader: -
- Directly supervising hourly production.
- Preparing Purchase Order of Raw Materials
- Tracked monthly progress using spreadsheet applications.
- Appraising staff performance.
- Leadership of hourly employees in terms of morale, performance and training.
- Identifying problems or bottlenecks in the production processes.
- Working as part of a team to improve warehouse performance and inventory accuracy of the site.
- Prepare stocks position notes.
- Inspection of delivered material by the supplier and the maintenance of different requisites of indent and receipt material.
- Monitored inventory level requirements diligently and worked to ensure a minimum stock level for all materials are maintained.
- Making sure that paperwork is in place for audits.
- Ensured team meet scheduling and inventory goals.
- Authorizing over-time work when required.
- Organizing and prioritizing production needs.
- Supervising employees to ensure that they are capable of performing their job tasks that are assigned to them in a professional and timely manner.
- Guiding and coordinating warehouse employees during the course of the day.
- To maintain material stock position.
- Inspection by the department head, data entry of requisition.
- Opening and closing the warehouse at the proper times.

EDUCATION

BBA

BRILLANZ EDUCATION | DUBAI
2017

UNDERGRADUATE

NEW INDIAN MODEL SCHOOL | DUBAI
2013

SKILLS

Computer Skills	Excellent Team Build Up
Good Time Management	Good Communication
• Works With Staff From Various Departments To Solve Problems	