

CURRICULUM VITAE

BINOY YESUDASAN

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PERSONAL DATA

DATE OF BIRTH: 17/11/1995

SEX: MALE

NATIONALITY: INDIAN

PASSPORT NUMBER: N7477919

LANGUAGES KNOWN : ENGLISH,
MALAYALAM, HINDI AND TAMIL

KEY SKILLS

- Strong communication skills
- Maintain confidentiality
- Report analysis
- Problem solving
- Willingness to learn and face new challenges
- Good listener and ability to meet deadlines
- Ability to work independently and along with a team
- Customer relationship management
- Cash handling
- Computer operating
- Front desk
- Finance
- Marketing

TECHNICAL SKILLS

- Microsoft Windows (11,10,8/7/XP/vista)
- M S Office
- Banking Software

AREAS OF EXPERTISE

- CUSTOMER SUPPORT
- ACCOUNTS

ACADEMIC

BACHELOR DEGREE (BBA with AVIATION OPERATION)
from Speed Wings Aviation Academy Kollam, University Of Petroleum and Energy Studies, Delhi University in June 2017

WORK EXPERIENCE

**ORGANIZATION: UNIVERSAL EXCHANGE CENTER
DUBAI, U.A.E (JULY 2019 TO NOVEMBER 2023).**

DESIGNATION: CASH DESK CLERK

JOB DESCRIPTION:

- HOME REMITTANCE / WESTERN UNION/ UREMIT
- CASH HANDLING
- FOREIGN CURRENCY DEALING
- WPS
- CUSTOMER SUPPORT FACE TO FACE AND TELEPHONIC
- ENGAGE IN MARKETING ACTIVITIES
- REFUND AND AMENDMENT
- COMPLAINT HANDLING
- TRAINING NEWLY HIRED EMPLOYEES
- SCANNING AND MANAGEMENT OF DOCUMENTS
- ACCOUNTS RECEIVABLE/PAYABLE
- PROCESSING TRANSACTIONS

ORGANIZATION: AIR INDIA LIMITED AND SINGAPORE AIRPORT TERMINAL SERVICES (JANUARY 2017 to October 2017).

DESIGNATION: CUSTOMER SERVICE AGENT (CSA)

JOB DESCRIPTION:

- MEET & ASSIST SERVICES
- HANDLING VIP ,VVIP
- GROUND HANDLING
- PREPARING DAILY REPORTS

TRAINING SKILLS

- FERG (FOREIGN EXCHANGE & REMITTANCE GROUP) training section on AMLCFT & Due Diligence with special reference to The Anti Money laundering Regulations.

DECLARATION

I hereby declare that the above furnished details are fully true to the best of my knowledge and belief.

Place: Dubai

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