



**AKHIL  
SOLAMAN**

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**OBJECTIVE**

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.



**PERSONAL DETAILS**

Date of Birth : 22-01-1991  
Marital Status : Married  
Nationality : INDIAN  
Religion : Hindu  
Passport : X9567920. Date of issue: 18/05/2023, Date of expiry: 17/05/2033  
Gender : Male  
Driving Licence : 29/2404/2010  
Place : ALAPPUZHA  
Height : 173 cm  
Weight : 60 kg



**SKILLS**

Customer service  
Attention to Detail  
Time management  
Reliable and Responsible  
Honest and Ethical  
Check Cashing  
Account services  
Data Entry  
Verbal and Written Communication  
Relationship Building  
Problem solving  
Cash Handling  
Sorting and Filling  
Balance Verification and Reconciliation  
Bank deposit



**EXPERIENCE**

2013 - 2015 **KANDALLOOR FARMER'S SERVICE CO-OPERATIVE BANK LTD.NO.1410**  
Store keeper and security guard  
3 years experience  
2015 - 2019 **KANDALLOOR FARMER'S SERVICE CO-OPERATIVE BANK LTD.NO.1410**  
Record keeper ,Data Entry  
5 years experiences  
2019 - 2024 **KANDALLOOR FARMER'S SERVICE CO-OPERATIVE BANK LTD.NO.1410**  
Cashier cum Clerk



**EDUCATION**

2018 **Govt.of Kerala**  
Diploma in Co-operation (JDC)  
2012 **RUTRONIX (Kerala State women's Electronics Industrial Co Op.Federation Ltd.)**  
Diploma in Computer Hardware and Network Engineering  
2010 **N.R.P.M.H.S.S**  
PLUS TWO(Board of Higher Secondary Examinations, Government of Kerala)  
2008 **N.R.P.M.H.S.S.**  
SSLC(Board of Public Examinations,Kerala)



**COMPUTER SKILLS**

Ms office  
Ms word  
English and Malayalam typing



**WORK HISTORY**

Reconciled cash drawer and resolved discrepancies  
Completed high accurate,high volume money counts via both manuval and machine -driven approach  
Counted and packaged currency and coins



New account setup

Account security

Record-keeping and Documentation

Team leadership

Customer Loan Procesing

## LANGUAGES

English

Malayalam

Hindi

Placed orders for customer check and verified starting numbers

Built and strengthend customer relationship by leveraging excellent interpersonal and communication skills

Provided coustomer records, account statement and copies of check

Removed mutilated currency from circulation

Logged cashier's check and other transitions to maintain accurate records

Answered coustomer inquires regarding account balance, Transition history, service charges and interest rates

Processed customer transactions promptly minimizing wait times

Answered telephone inquires on checking and savings account and loan and lines of credit.

Learned about customers financial needs, established trust and optimised sales opportunities resulting in quality customer service