



## PERSONAL PROFILE

Name : Githin M.S  
Gender : Male  
Date of Birth : 21 May 1994  
Nationality : Indian  
Marital Status : Single

## CONTACT

+971 525 052448  
githinms@gmail.com  
Dubai

## PASSPORT DETAILS

Passport No : B 6700043  
Date of Issue : 19/10/2023  
Place of Issue: Cochin  
Date of Expiry : 18/10/2033  
Visa Status : Resident

## LANGUAGES KNOWN

English \_\_\_\_\_  
Hindi \_\_\_\_\_  
Malayalam \_\_\_\_\_

## COMPUTER SKILLS

Accounting Software's: ...  
Tally ERP & Fox Pro, Tax ...  
Proficient in Computer Skills:  
Word, Excel, Spread Sheets,  
Internet Applications,  
Web and Social Skills, DTP  
Problem solving and  
organizational skills.

# GITHIN M.S

## OBJECTIVES

To associate with an organization which progresses dynamically and gives me a chance to update my knowledge and enhance my skills, and the growth of organization and my satisfaction thereof.

## CARRIER EXPERIENCE

**Overall 6 years of experience**

### **Customer service officer at Emirates India International Exchange, Dubai, UAE**

Present – January 2024 to April 2024)

- Welcome customers and answer queries
- Sending and receiving remittance round the globe.
- Proper cash handling, even with monthly petty cash, foreign, currencies And vouchers too.
- WPS processing and disbursements
- Verification of documents as per Anti-money laundering (AML) policy.

### **Branch Credit Manager, Samasta Finance Ltd. (NBFC), Kerala**

(Period – From May 2023 to September 2024)

- Overall Cash Handling & collection remittance
- Branch credit management
- Loan sanction preparation

### **3 Years' Experience as Executive Cum Appraiser at Yogloans , (NBFC), Kerala**

(Period – 17<sup>th</sup> November 2019 to 30<sup>th</sup> April 2023)

- Micro and Business Term loans paper works, Gold operations office works, collections executing.
- Cash Handling
- Managing Customer Relations

### **2 Years' Experience as Accountant at Marvel Car Care Malappuram, Kerala**

(Period – From 5<sup>th</sup> December 2017 to 31<sup>st</sup> October 2019)

- Preparation of Cash Flow
- Receivables and Payables etc.
- Wages preparation

### **6 Months Experience as Accounts Cum Audit Staff, AS ASSOCIATES firm Kerala**

(Period – From 1<sup>st</sup> August 2016 to 31<sup>st</sup> January 2017)

- Monthly VAT statement & GST return process

## EDUCATIONAL QUALIFICATION

Qualification	Name of the Institution	Year	Syllabus
B.Com	University of Calicut India	2013 – 2016	Co-operation

## DECLARATION

I hereby promise that all the details furnished above pertain to me and are true and correct to the best of my knowledge and belief. I also realize that I will be held the sole responsible if any of the above mentioned details are found to be false and /or incorrect.

GITHIN M.S