



MANOJ G

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New Gold Souk Building, AL Raffa, Bur Dubai, Dubai

Hello, I'm Manoj George, a proactive and ambitious individual with a strong passion for innovation and problem-solving. I am eager to contribute my fresh perspective and enthusiasm to a dynamic team, while continuously learning and growing in a professional environment.

EDUCATION

- 10th (Secondary)
2010
- 12th (Higher Secondary)
2013
- BA Economics (Degree)
2019
- MA Economics (PG)
2022

TECHNICAL SKILLS

- DIPLOMA IN COMPUTERIZED
FINANCIAL MANAGEMENT
- MICROSOFT EXCEL
- MICROSOFT WORD

LANGUAGES

- English
- Malayalam
- Tamil
- Latin
- Hindi

HOBBIES

- Reading
- Gardening
- Photography

WORK EXPERIENCE

ADMIN STAFF

UDS - INTERNATIONAL AIRPORT TRIVANDRUM 2022- 2025

- Managing Staff Records, Information, Schedule, Communication, Events etc.
- Collecting the necessary documents from the workers for the Aerodrome Entry Pass and submitting to the Authority
- When the pass is issued collect it and distribute to the workers
- Supporting Organisation, Planning, Arranging Travel & Accommodations etc.
- Handling ad-hoc office duties such as answering phones, organising files, drafting emails and scheduling meetings
- Maintaining databases and tracking deadlines
- Organising internal business operations and office management Systems
- Handling office equipment and managing office supplies
- Develop and maintain a filing system
- Arrange for office equipment maintenance
- Organising meetings and keeping minutes
- Coordinating executive travel arrangements
- Arranging schedules for the workers

CUSTOMER SERVICE EXECUTIVE

ESAF MICRO FINANCE BANK 2021 - 2022

- Expertly handling cash transactions, including cash receipts from customers and issuing receipts. Managing petty cash and reconciling it on daily basis
- Disbursal of loans on the basis of proper and valid documents & collection of loan repayment
- Opening and closing accounts
- Balancing cash in the register
- Assisting financial manager to furnish payable report on daily basis
- Process bank transactions accurately and efficiently
- Maintain customer database and update
- Proficient in banking products and services
- Resolving client inquiries and concerns
- Assisting the general manager in organizing, planning and implementing strategy.
- Setting up and organizing schedules and objectives to boost company productivity and meet goals
- Providing detailed information to customers
- Ensure customer satisfaction
- Documenting and analyzing customer service performance

PERSONAL PROFILE

- Father's Name : George
- Mother's Name : Mary
- Date of birth : 04/05/1994
- Gender : Male
- Marital Status : Unmarried
- Nationality : Indian

PASSPORT DETAILS

- Passport No : V6182579
- Date of Issue : 28/01/2022
- Date of Expiry : 27/01/2032

ASSISTANT MANAGER

CHINDHA PUBLISHERS - TRIDA

2018 - 2020

- Handling customers and management concerns
- Manages employee work schedules
- Managing daily operations of the business
- Monitor and maintain store inventory
- Supervise and train staffs
- Ensuring company policies are followed
- implementing strategies and policies
- Completing employee performance evaluations
- Answering customer questions and resolving conflicts
- Assist in budgeting and resource allocations
- Assisting with recruitment process
- Assist manager as necessary
- Data analysis and reporting
- Implementing cost control strategies

HOUSEKEEPING SUPERVISOR

MALL OF TRAVANCORE

2014 - 2015

- Managing housekeeping staff for better efficiency
- Issue required pieces of equipment , training, and resources to the team members in the department
- Be hands - on performing duties like cleaning, vacuuming, and handling house keeping when required
- Ensuring compliance with cleaning standards to maintain a safe hygienic environment for customers and staffs
- Creating work schedules , staff assignments, check on Inventory, performing routine examinations etc ...

DECLARATION

I hereby declare that all information given by me above are true and correct to the best of knowledge.

MANOJ G