

Priya Dsouza

Front Office Bank Clerk



priyadsouza1305@gmail.com

+971 504514845

Burjman, Dubai

Mangalore, India 05/08/1993

Visit Visa

SKILLS

Verbal and Written communication

MS Office and MS Outlook

Multitasking

Event Management

Master of Ceremony/Anchoring

Motivational Speaker

LANGUAGES

Written & Verbal

- English
- Hindi
- Kannada
- Konkanni & Tulu

CERTIFICATES

- Certificate course in Microsoft Excel
- Certificate course in Microsoft Powerpoint
- Certificate course in Pharmaceutical Chemistry
- Writing for Media
- Certificate of Basic Astronomy

PROFILE

Dedicated and Highly motivated Front Office Banking Clerk over 10 years of expertise in Managing customers & Banking Activities. Utilize my knowledge and skill to grow professionally and be a positive contributor to the organization using and implementing my knowledge, interpersonal skills, and leadership abilities

PROFESSIONAL EXPERIENCE

SCDCC Bank

(Aladangady Credit Co-Operative Bank)

02/2015 – 06/2024 | Mangalore, India

- Perform daily accounting transactions such as Creating & Posting Cash/bank & Journal vouchers.
- Maintaining the cash book, Day book, Bank activities & various ledgers.
- Handling customers by providing banking business that is acceptance of deposits and lending advances.
- Preparing monthly reconciliations of General Ledger Accounts.
- Closing of Daily cash transactions
- Preparing Cash & Bank reconciliation statements.
- Provide leadership and mentorship to junior staff, fostering professional growth and development.
- Stationary & Other purchase management
- Prepared & managed Monthly Payroll & Other monthly payroll related works.
- Collaborate with auditors during internal and external audits & providing necessary documentation
- Ledger maintenance for receipt payment
- Accept and properly route all documents including loan applications.
- Necessary approvals & Disbursement of Loans to respective accounts
- Counting & Verifying cash & coin denominations during cash transactions
- Assisting customers with account Maintenance such as Updating KYC, Ordering Cheques
- Managed all online transfers & Cheques

St. Peter Clever Church School, Arva Mangalore School Teacher

06/2014 – 12/2014 | Mangalore, India

- Teaching a range of primary school classes from Kindergarten to Grade 5
- Designing stimulating lesson plans that engage students and promote learning
- Providing individualized instruction to support student's learning needs
- Organizing and leading extra-curricular activities
- Updating attendance, report Writing & Admission Duty(Calls)



AWARDS & ACHIEVEMENTS

- Coordinator of inter parish event for youth & Students
- Winner of staff athletes at St. Peter School (2014)
- Coordinator for workshop on Social Environment at St. Peter school(2014)
- President of Parish Youth (ICYM-2019)
- Secretary of Parish Youth (ICYM-2021)



PROJECTS

- A study on Effect of Junk food on present generation
- Extraction of curcumin from Turmeric
- A study on Economy of Rubber



INTERESTS

Reading Books & Listening to Music

Event Management (Organized events at Church & Done many MC/Anchor in Weddings, Sports,& Casual events)

Dance (Won many dance competitions & been a judge)

Resource Person/Mentor (Motivational speaker & Guest of honor in events)

- Encouraging personal development of students
- Engaging with students parents over calls & meetings
- Admission calls made to help increase students intake
- Preparing students for School Annual Day & Sports



EDUCATION

Bachelor of Science (BSC in Chemistry,Botany & Psychology)

SDM College Ujire, Mangalore

06/2011 – 05/2014

Diploma in Co-Operative Management (DCM)

01/2019 – 06/2019 | Mangalore India



ADDITIONAL INFORMATION

- Date of Birth : 05-08-1993
- Marital Status : Married
- Nationality: Mangalore India
- Religion : Christian
- Passport Number : Y1184313
- Visa Validity: 02/Sep/2024