



SANDEEP KRISHNANKUTTY

CASHIER /ACCOUNTANT/ADMINISTRATIVE OFFICER

CONTACT

- +971 508203252
- sandeep9546kripa@gmail.com
- Al Rumaithy Building
Al rolla Street
Bur Dubai
Dubai - UAE

EDUCATION

2014-2016

- MASTER OF COMPUTER APPLICATION
BHARATHIYAR UNIVERSITY

2011-2014

- BACHELOR OF COMPUTER APPLICATION
BHARATHIYAR UNIVERSITY

SKILLS

- Time management
- Document organization
- Office procedures
- Mail handling
- MS Office and Database management
- Staff training and business development
- Good in team work and willingness to learn

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

PASSPORT DETAILS

- Nationality: Indian
- Number: S8714877
- Place of Issue: Cochin

OBJECTIVE

About 6 years of demonstrated history in banking field as sales officer, sales executive and assistant manager. Skilled in team building, marketing strategy, employee training, willing to work as cashier, office assistant, HR assistant, Executive assistant, Office manager, Customer service representative and project coordinator. I can support high level executives with scheduling, correspondence and project management. Also manage daily office operations and coordinating administrative staff.

WORK EXPERIENCE

- Axis Bank** NOV 2023-JUN 2024
Assistant Manager sales
 - Developed and executed local marketing strategy that brought in new accounts, expanding the customer base
 - Connect clients with the relevant department branch, advisor, to help them meet their financial needs and goals.
 - Prepare and review financial statements, including balance sheets and income statements, Conducted financial analysis and provide recommendations to management, Conducted audits and reviews of financial statements, handled payroll.
- HDB FINANCIAL (HDFC BANK)** FEB 2019- OCT 2023
Sales Officer
 - Performed desk reviews each month to ensure collection goals.
 - Prepared MIS reports in dashboard and monthly end reports
 - Balanced general ledgers accounts
 - Provided customers with loan payoffs, account balances, amount due on loans.
- JUST DIAL Coimbatore** March 2018- OCT 2018
Sales Executive
 - Telemarketing & Handling in day to day Queries (From client/internal team members)
 - Generated sales leads organically as well as through customer referrals and calling for various accounts.
 - Cultivated new business through prospecting more than 50 clients phone calls per week
- Manipal City & Guilds Bangalore** MAR 2017- NOV 2017
Executive & Quality operation Handling
 - MS Excel is the tool used to prepare the reports & dashboard of calculating missed out arrears

REFERENCE

Amina P

Deputy Manager
Axis Bank
Email: amijas.vk093@gmail.com