



Vineesh Munayath



0545297092--0554351411



Sharjah, United Arab Emirates



vineeshmunayath@gmail.com
@vineeshmunayath



<https://www.linkedin.com/in/vineesh-munayath-a37a36360>



Personal information

- Nationality: Indian
- Passport: Y2558007
- Gender: Male
- Place: Dubai
- Marital status: Married

Education

University of Calicut Kerala, India. 2002 - 2005

Economics

IT skills

Software

Accounting Software
Safe, Icrats, Ignosi, Oruma & Tally
MS office, Linux
Word, Excel, Power Point
and Spred sheet.
Outlook, internet,

Volunteer

National service scheme

Social services scheme

Objective

A career in any suitable position in Finance/ Operations/ Administration that allows me to utilize my 6+ years corporate work experience, knowledge and qualification for the organization`s growth and profitability to maintain its vision and mission.

Key responsibilities

- Responsible for generating new business, building customer relationship s, and selling banking products and services.
- Overseeing the overall operations of a branch, driving business growth, a nd ensuring excellent customer service.
- The daily operations of a branch, ensuring that customer service standar ds are met, and business objectives are achieved.
- Responsible for managing, organizing, and maintaining accurate and up-to-date documents and records within an organization
- To assist with day-to-day office operations, including data entry, filing, an d maintaining records
- Track and manage inventory levels, ensuring accurate stock counts and r eporting.
- Receive, inspect, and store incoming and prepare outgoing for delivery.
- Handle transactions for customers, including check cashing, deposits, wit hdrawals, transfers, loan payments, cashier's checks, and opening and cl osing of accounts
- Reconcile cash drawers at the end of your shift, count and package coins and currency, turn in any excess or damaged currency to head teller.

Experience

Derby Group of companies on behalf of Mashreq Bank

12/2024

Sales Officer

Radhakrishna Finance Pvt Ltd (N.B.F.C) Kerala ,India 04/2022 - 05/2024

Branch Manager

MBN Nidhi Pvt Ltd (N.B.F.C) Kerala ,India

02/2021 - 02/ 2022

Branch Supervisor

MCK Group (N.B.F.C) Kerala ,India

02/2020 - 01/2021

Senior Customer Relationship Executive

Kerala State Electricity Board, Kerala, India

06/2008 - 08/2019

Office Clerk

Muthoot Securities (N.B.F.C) Kerala ,India

02/2008 - 06/2008

Customer Relation Executive

Manappuram Finance (N.B.F.C) Kerala ,India

01/2007 - 01/2008

Cashier

Skills

•Excellent Customer Service•Numerical Accuracy •Attention to Detail
•Communication Skills •Cash Handling•Problem-Solving•Time Management •Confidentiality•Technical Skill•adaptability•Data Entry •Record Keeping•Communication•Administrative Tasks•Customer Service
•Document Preparation •Sales and Revenue Growth •Customer Relationship Building•Product Knowledge •Needs Assessment•Application Processing •Strategic Leadership•Business Growth •Customer Service•Team Management •Operational Efficiency•Risk Management •Record Keeping •Organizational Skills

Reference

Ganesh Kumar

- Regional manager
- Radhakrishnan finance pvt ltd
- Ganesh@radhakrishnafinance.com
- 919895030095

Jineesh

- Chef
- Bla bla resort, jumaraiha, Dubai
- Jineeshmunayath@gmail.com
- 0526449327

VINEESH MUNAYATH

