



AKHIL SOLAMAN

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PROFESSIONAL SUMMARY

Multifaceted banking operations and security specialist with 10+ years of progressive experience in record management, cash handling, data entry, and physical security. Proven track record of optimizing warehouse workflows, maintaining 100% data accuracy, and enforcing security protocols to safeguard assets. Technically adept with MS Office and Google Workspace, complemented by a Diploma in Computer Hardware & Networking. Committed to delivering exceptional customer service, streamlined processes, and regulatory compliance

WORK EXPERIENCE

SECURITY GUARD

Securi Guard Middle East, Abu Dhabi, UAE | Mar 2025 – Present

- Enforce perimeter and access-control procedures across residential and commercial sites
- Monitor CCTV feeds and conduct regular patrols to deter unauthorized activity
- Respond to alarms and coordinate emergency evacuations, liaising with local authorities
- Maintain detailed incident reports and shift handover logs

CASHIER & CLERK

Kandalloor Farmer's Service Co-operative Bank, Kerala, India | 2019 – 2024

- Processed high-volume cash and cheque transactions with zero discrepancies
- Managed daily cash vault counts and prepared bank deposits, ensuring accurate reconciliation
- Opened and maintained new customer accounts; updated KYC records per bank policy
- Provided frontline customer support, resolving inquiries and escalating complex issues

RECORD KEEPER & DATA ENTRY OPERATOR

Kandalloor Farmer's Service Co-operative Bank | 2015 – 2019

- Entered and verified transaction data, achieving 99.9% input accuracy
- Maintained filing systems and confidential ledgers, expediting audit readiness
- Generated periodic reports on loan disbursements, deposits, and customer activity

STOREKEEPER & SECURITY ASSISTANT

Kandalloor Farmer's Service Co-operative Bank | 2013 – 2015

- Oversaw warehouse operations: received, stored, and issued banking supplies and stationery
- Conducted regular inventory audits and cycle counts to eliminate stock variances
- Implemented stock-rotation procedures and optimized storage layouts

EDUCATION

DIPLOMA IN CO-OPERATION (JDC)

Govt. of Kerala – Second Class | 2018

DIPLOMA IN COMPUTER HARDWARE & NETWORKING

Ruronix (Electronics Indl. Co-op. Fed.) – First Class | 2012

PLUS TWO (HSE BOARD, KERALA) – SECOND CLASS | 2010

SSLC (KERALA BOARD) – FIRST CLASS | 2008

TECHNICAL SKILLS

- MS Excel (PivotTables, VLOOKUP) & Word
- Google Sheets, Docs & Drive Management
- Basic PC Hardware Assembly & Troubleshooting
- Networking Fundamentals (TCP/IP, LAN Setup)
- Banking Software & Data-Entry Platforms

CORE COMPETENCIES

- Inventory Management & Stock Control
- Warehouse Operations & Cycle Counting
- Record Keeping & Data Entry Accuracy
- Cash Management & Bank Reconciliation
- Security Protocols & Emergency Response
- Customer Service & Account Services
- Filing Systems & Confidentiality
- Technical Troubleshooting (Hardware & Networking)
- MS Office (Excel, Word) & Google Sheets/Docs
- Team Collaboration & Process Improvement

LANGUAGES

- English
- Hindi
- Malayalam