



PRASAD V ALEX

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CAREER SNAPSHOT

- ☒ Sales & Marketing -driving sales by designing and implementing targeted marketing strategies, also responsible for maintaining customer relationships, tracking sales data, and creating performance reports etc
- ☒ Excellent Team Leader - provides guidance and instruction to a working group about a project or portfolio of projects, smart in delegating work, overseeing progress towards goals, coaching team members, often serve as de-facto mentors for the team, directing team members towards profitability etc
- ☒ Strong English Language skills, Sales and marketing techniques, Time management, Budgeting, Policies of the company, Risk Management, Analytical Thinking
- ☒ Financial Services management, Accounting- payables & Receivables, Cash Management, Administrative works and Office Management, Compliance, Branch Operations and Sales and Supervising
- ☒ Administration and Management - Knowledgeable of business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources
- ☒ Customer Service - Consistently demonstrate responsiveness, strong customer focus and ability to build good customer relationships
- ☒ Outstanding knowledge in Computer Software and Hardware
- ☒ Managing treasury and remittance operations (money Exchange), fixing currency rates and market research, dealing with local and overseas banks for currency sell and buy, uploading and sending remittance files to banks
- ☒ Excellent Strategist - Provide solutions that boost productivity and efficiency across the organization. Quickly identify problem-areas and implement effective solutions to meet goals. Highly adaptable, can work Independently and under pressure to achieve the organizational goals
- ☒ Strong Sense of Responsibility - Solid professional standards; excellent track record of dependability, maintain focus on achieving results while implementing business solutions to meet a diversity of needs

Skill-set:

♦ Organizing and Planning ♦ Team Management ♦ Customer Services ♦Administrative works ♦ Branch Operations Cash Operations ♦Auditing and Compliance ♦ Accounts Payable ♦ Accounts Receivable ♦ Accounting ♦ Bank Reconciliation ♦ Treasury Dealings, Remittance Operations and Attention to Detail etc.

EMPLOYMENT HISTORY

SN	COMPANY NAME	KEY DELIVERABLES	PERIOD	INDUSTRY
1	NEDUMPARAMBIL CREDIT SYNDICATE (NCS Group), India	Worked as Executive in handling Sales, Administrative works, Officer- selling Insurance products to customers, Selling currencies to Customers, Officer-Remittance (sending & receiving money), dealing with international Swift txns, MIS reporting, AML Executive- monitoring all the money transfers & currency deals, Gold Loan - converting branch leads to Gold loan business, customer care etc	APR 2022 to Jan 2024	Banking
2	P & B TRADERS, India	Office Manager & Accountant	MAR 2020 – APR '22	Electrical
3	UAE EXCHANGE	Worked as Senior Branch Manager,	NOV	

	CENTRE WLL, KUWAIT	Asst Manager to Remittance and Treasury operations, Instant Money products Executive, MIS Reporting on a daily basis, Branch AML Executive, Br Corporate Desk Executive, Br. Forex Executive, Cashier etc.	2010 - FEB 2020	Banking
4	St. Mary's Group of Institutions, India	Accountant- Documenting all financial txns using Tally ERP 9, Filing TDS returns, maintaining reports for Accounts payables & receivables, Executing purchase orders, doing Bank Reconciliation, preparing complete financial statement and submitting to Chartered Accountants for finalization, Effective communication with the clients etc.	JUL 2009 – NOV 2010	Educational
5	Atmik Yatra – India	Office Manager, Accountant and Secretary – Generating Receipts and payments statements, Cash book and trial balance on a daily and monthly basis, Managed travel bookings, board meetings and Staff meeting, maintained the records of all employees & HR related tasks etc	JAN 1999 – JUL 2009	Charitable

SCHOLASTIC & ACCREDITATION

- ☒ Master of Business Administration - [William Carey University](#)
- ☒ Bachelor of Commerce

CERTIFICATION AND TRAINING

- ☒ Diploma in Computer Applications
- ☒ Technical Certificate in Hardware
- ☒ Trained in Tally Accounting

PERSONAL INFORMATION

- ☒ Full Name - Prasad V. Alex
- ☒ Nationality - Indian
- ☒ Passport No & Expiry - **B6425024, 28/11/2033**
- ☒ Current VISA - **VISIT-VISA** valid till **29-03-24/ Sharjah**
- ☒ Date of Birth - 24/05/1976
- ☒ Gender & Marital Status - Male, Married
- ☒ Permanent Address - Manamel Ebenezer, Podiyadi, Thiruvalla
Kerala State, INDIA

Declaration:- I do here by acknowledge that all the statements mentioned above are true to the best of my knowledge and belief. Hope you will provide me an easier positive response in this direction.

Prasad V. Alex, Mob- **0522501772**