



**KARTHIK K.N**

**Email**

Karthik.kurungot@gmail.com

**Contact Number**

+971-565069437

**Visa Type: Residence**

**UAE Driving License : Yes**

**Personal Data**

Father Name : Narendranath M.K  
Date of Birth : 19.12.1991  
Gender : Male  
Nationality : Indian  
Marital Status : Single  
Passport No : L2819962

**Language Known**

English, Hindi,  
Malayalam & Tamil.

**Address**

Flat 118  
Al Garsh Building  
Al Hudaiba  
Dubai

# CURRICULUM VITAE

## **Career Objective**

Professional with over 6 years of experience in the areas of Administration , Finance, Customer service and Operations Management. An Unwavering commitment to customer service with an ability to build productive relationships, resolve complex issues and win customer loyalty

## **Work Experience**

- **Working as “Service Delivery Executive” at **School Transport Services (STS), Dubai** from July 2018 to Present.**

### **Roles and Responsibilities**

- Responsible for complete school transportation system at any designated school.
- Handle all the divers and bus attendants under the school.
- Registration, Route and Fee management.
- Resolve customer / parental issues in a timely and consistent manner.
- Soft Skills training to drivers and attendants.
- Knowledge of Dubai transportation system and RTA rules.
- Monitoring the bus conditions and conducting meetings with drivers and attendants.
- Coordinating with accounts and finance departments for the invoicing.
- Collect the fees and preparing daily collection reports.

- **Worked as “Customer service /Main Cashier” at **Al Fardan Exchange, Dubai** from January 2015 to June 2018.**

### **Roles and Responsibilities**

- Knowledge of Local and International payment methods.
- Selling/Dealing currency stock in local market.
- Handling Multi Currency transaction.
- Process outward telegraphic/electronic transfer and wire transfers online.
- Making salary payments through WPS/E-Money.
- FCY Currency exchange for all the major currencies across the globe.
- Maintained connections with clients to encourage repeat business and referrals.

- **Worked as “Marketing Executive” at Abroan Property Management and Services, Cochin, India from January 2014 to October 2014.**

#### **Roles and Responsibilities**

- Showed properties to potential buyers and other brokers at open houses and by appointment.
- Accompanied buyers and sellers to their home inspections and appraisals.
- Negotiated, facilitated and managed real estate transactions.
- Delivered positive, effective sales presentations.
- Guided clients from beginning to end of the home buying process in choosing the right property.
- Maintained connections with clients to encourage repeat business and referrals

#### **Education**

- **Masters of Business Administration – 71%**  
Amity University, Noida.  
Graduated on June 2014. (Course Duration 2 years)
- **Bachelors of Business Management – 61%**  
Sri Krishna Arts and Science College, Tamil Nadu, India.  
Graduated on June 2012. (Course Duration 3 years)

#### **Declaration**

- I HEREBY AGREE THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

**KARTHIK K.N**