

SHAHANAVAS P B

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PROFESSIONAL PROFILE

Innovative, self-directed, marketer and cashier experienced in handling cash, processing payments and cementing patron relationships with excellent interpersonal abilities. Proven history of carefully managing funds to reduce discrepancies. Service-oriented team member with articulate communication skills and friendly demeanor.

KEY SKILLS

- Proficiency with computer technology (MS Office)
- Proven ability to initiate marketing strategies under minimal supervision and direction
- Sound knowledge in AML procedures in money exchange
- Good team player with analytical skills
- Proven ability with administrative skills
- Communication skills (English, Malayalam, Hindi)

WORK EXPERIENCE

Company name	Amritham Radhakrishna Nidhi Ltd, kerala - India
Duration	4.3 years
Role	Branch Manager

Responsibilities:

- Manage and handle the cash/cheque at the branch and ensure the delivery of quality service to customers while adhering to operational controls and avoiding cash excesses and shortages.
- Carry out smooth and error -free transactions within the branch, ensuring all activities are completed within timescales and with a high degree of accuracy.
- Responsible for assigned sales targets.
- Manage gold loan, Fixed deposits, Savings Deposits, Recurring Deposits.
- Manage banking transactions on daily basis.
- Daily checking & verifying cash, gold & documents.
- Assigned duties & coordinate staffs.
- Monitoring branch operations.
- Verifying reports & company books.
- Meet customers & introduce company products & services

Company name	Muthoottu Mini Financiers Ltd, Kerala - India
Duration	5 yearS
Role	Branch Executive

Responsibilities:

- Managing cash counter, Handling of intra cash & end of the day activities.
- Intra day petty cash disbursements.
- Coordinating with the managers regarding the sales targets.
- Submission of various statements related to reporting & monitoring after compilation of data on excel.
- Ensuring Customer Satisfaction and Reporting Product Feedback
- Achieve monthly sales targets.

Company name	Kosamattam Finance Pvt Ltd, Kerala - India
Duration	1.6 year
Role	Customer Relation Executive

Responsibilities:

- Handling of cash.
- Prepared books of Accounts.
- Prepared financial statements & Reports.
- Office administration & petty cash handling.
- Issue receipts, refunds & change due to customers.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct & there is adequate change.
- Greet customers entering establishments.

EDUCATION

- **Bachelor of Commerce from calicut university, Kerala - India**

Technical Proficiencies

- **MS Office, Tally**

REFERENCES

Available upon request for further discussion.

I hereby acknowledge that the above information is true and correct to the best of my knowledge.