

**ELWIN FERNANDES**

Industrial Area 17, Sharjah,  
PO Box -47260, UAE.  
Contact No: +971-561612428  
Email: elwinfernandes199798@gmail.com

**CAREER OBJECTIVE:**

Seeking a fulfilling position in a progressive company that offers growth opportunities and allows me to utilize my organisational skills and gives opportunity for creativity to excel within and to grow with the organisation.

**EDUCATIONAL QUALIFICATION:**

COURSE	INSTITUTION	BOARD/ UNIVERSITY	YEAR OF PASSING	MARKS OBTAINED
PGDBF	AIMIT, Kotekar, Biri Mangalore.	Autonomous	2020	60.72%
BCOM	Padua College of Commerce and Management, Mangalore.	Mangalore University	2018	70.34%
PUC	Rosario Pre-University College Cathedral, Mangalore.	Karnataka Department of Pre- University Board	2015	80.83%
SSLC	Mahatma Gandhi Centenary High School, Mangalore.	Karnataka Secondary Education Board	2013	80.16%

**ADDITIONAL QUALIFICATION:**

- ❖ IT-Essentials.
- ❖ Higher Diploma in Computer Applications.
- ❖ Tally ERP 9.
- ❖ MS Excel, MS Office.

## **WORK EXPERIENCE:**

**Organization: M/s United Resources LLC** (Joined on 15 May 2023, working as a Administrator.) Notice Period: - 1 month.

- Support to the smooth running of office and clerical work.
- Handling of customer inquiries and payments.
- Sending Inquiries and local purchase order to the suppliers.
- E-mail and telephone handling.
- Maintaining of store i.e., handling, checking, receiving, picking and storing of all incoming stocks.
- Recording of purchase, inventory movement of store in Tally Prime.
- Keeping the record of sales and restocking accordingly.

**Organization: IndusInd Bank Limited** (Joined on 26<sup>th</sup> January 2022, worked as Service Delivery Manager till 04 February 2023).

- Banking operations and customer service.
- Selling of banking and third-party products (life insurance, health insurance, mutual funds etc.)
- Customer acquisition and handling of customer issues and requests.
- Cash operations and non-financial transactions.

**Organization: CSB Bank Limited** (Joined on 18<sup>th</sup> September 2020, worked as Customer Relationship Officer till 21<sup>st</sup> January 2022).

- Serving the bank customers with their daily banking requirements.
- Financial and Non-financial transactions.
- Outward and Inward clearings.
- Strong room, locker and cash holding activities.
- Handling day to day banking operations and customer service.

## **SKILLS:**

- ❖ Team work ability and accuracy at work.
- ❖ Good written and communication skills.
- ❖ Positive attitude, hard working and problem-solving skills.
- ❖ Creativity and ability to learn new things.
- ❖ Good time management.
- ❖ Ability to adapt and adjust to changing situations.

**PERSONAL DETAILS:**

Date of Birth: 01<sup>st</sup> March 1998.

Gender: Male.

Nationality: Indian.

Marital Status: Unmarried.

Languages known: English, Hindi, Kannada, Konkani, Tulu.

Passport #: S6325249.

**DECLARATION:**

I hereby declare that the information given above is true and honest to the best of my knowledge. I commit to discharge my duties in the best possible manner.

Place: Sharjah, UAE

Date: 21.11.2023



(ELWIN FERNANDES)