



# PRASANTH B

AI QIYADHA,DUBAI

prasanth8834@gmail.com

+971547537342,+918608388834



## OBJECTIVE

To Enhance My Professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.



## EDUCATION

### POST GRADUATE

2019

MASTER OF BUSINESS ADMINISTRATION IN HR/LOGISTICS - CMS INSTITUTE  
MANAGEMENT OF STUDIES,BHARATHIYAR UNIVERSITY  
Coimbatore,Tamilnadu,India

### UNDER GRADUATE

2017

BACHELOR OF COMMERCE IN COMPUTER APPLICATION - CMS COLLEGE OF  
SCIENCE AND COMMERCE,BHARATHIYAR UNIVERSITY  
Coimbatore,Tamilnadu,India



## CAREER OVERVIEW

### Assistant Branch Supervisor

JULY 2020 - JUNE 2022

#### REDHA AL ANSARI EXCHANGE - DUBAI,UAE

- Customer service and front office operations including but not limited to Remittance operations.
- Proficient in excel add-ons, mail merges,cash dealing and tallying.
- Cash operations, TPS operations, processing all sub products of company,lobby management etc,
- Attending customer complaints and reporting the manager supervisor the nature of complaints received.
- Preparation of daily reports to the Manager Supervisor.
- Filing of routine documents such as daily KYC etc.
- Update themselves on Anti-Money laundering / CFT.
- Reporting any suspicious customer transaction/ Activity to the BCO.
- Transferring money to bank account all countries.
- Supports recruiting and interviewing objectives.
- Ensuring accuracy in transactions.
- Ensuring accuracy in day end report.
- Ensures teams are meeting Customer Care service level, productivity, quality.
- and Customer Satisfaction requirements.

### TEAM LEADER-PART TIME

Nov 2018-Dec 2019

#### SMART BUY LOGISTICS (AMAZON) - COIMBATORE,INDIA

- The Inbound Logistics Coordinator is responsible for accurate and timely coordination of inbound purchase orders, systematic receiving and final

destination transfers while balancing internal operations schedules.

- Outbound logistics refer to the tasks and activities involved with moving the product to the end user.



## SKILLS

- Good analytical and planning skills.
- Good Accuracy and attention to details.
- Excellent problem analysis.
- Excellent judgement according to the situation.
- Knowledge of bank standards and processes.
- Ms Office,making a to do list of high volume transfer substrate.
- Communication skills.



## ACTIVITIES

- Balance currency, cash and checks in cash drawer at end of each shift.
- Help customers fill out deposit and slips.
- May verify or assign code number to telecommunication messages.
- Personable Attitude.
- Written and verbal communication.



## LANGUAGE

ENGLISH  
TAMIL  
MALAYALAM



## PERSONAL DETAILS

- Date of birth : 14/08/1996
- Marital status : SINGLE
- Nationality : INDIAN
- Passport number : S960355
- Gender : MALE
- Visit Visa status: 28/10/2022