



+971 56 490 0698

+971 55 388 3560

+971 56 490 0698

deenaps90@gmail.com



Al Nahda, Sharjah | UAE

Skills

- Banking Industry Expertise
- Customer Service Skills
- Tech literacy
- MS Office
- Client Engagement
- Conflict Management & Resolution
- Emotional Intelligence
- Time Management
- Search Engine Proficiency
- Database Management
- Inventory and supply Management
- Administering Office procedures
- Managing phone calls

Education

M.Sc - Polymer Chemistry

The University of Kerala (2012 - 2014)

B.Sc - Analytical Chemistry

The University of Kerala (2009 - 2012)

DEENA P S

Expert business strategist with a sound understanding of banking procedures and products with an exceptional work history of 4+ years of experience. cross-functional experience in accounts banking development, administration work and customers and grievance handling.

Work Experiences:

Programme Coordinator

Equity plus Advertising Dubai | UAE

- Support planning and coordination of a program and its activities.
- Ensure implementation of policies and practices.
- Maintain budget and track expenditures/transactions.
- Manage communications through media relations, social media etc.
- Help build positive relations within the team and external parties.

Accounts Assistant

Beaver Gulf Logistics Division Ajman | UAE

- Managing expense reports and reimbursements, entering financial transactions in to our internal databases and reconciling invoices
- Monitoring daily communications and answering any queries
- Preparing statutory accounts
- Ensuring payments, amounts, and records are correct
- Working with spreadsheets, sales and purchase ledgers and journals
- Recording and filing cash transactions and vehicle insurance

Assistant Manager

Axis Bank Kerala | India

- Coordinate daily customer service operations
- Track the progress of weekly, monthly, quarterly and annual objectives
- Supervise and motivate staff to perform their best
- Handle complaints from customers
- Conduct regular audits to ensure the store is functional and presentable

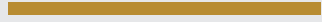
Business Development officer

CSB Bank Limited Kerala | India

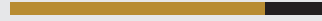
- To sell the Bank's products to the corporates / MSME's
- To acquire new Bank customers and pursue new businessrelationships To fulfill KYC norms
- To reach out to High Net-worth Individuals
- To increase the customer base by developing business relationships with current customers.
- Appraisal, evaluations, and documentation of a gold loan.
- Creating marketing activities and customers meet

Languages Known

English



Hindi



Malayalam



Tamil



Personal Details

Date of birth : 22/12/1993

Passport No : U5125714

Validity : 18.09.2020 to 17.09.2030

Nationality : Indian

Marital Status : Married

Sex /Health : Female / Excellent

◆ ATM Custodian / Relationship Executive

**Muthoot Finance Ltd,
Kerala | India**

- Cash filling into the ATM and if necessary, maintenance
- Administering all aspects Front office staff
- Welcoming customers, maintaining client relationship
- Computerized billing, payment collections
- Supporting staff selection, Verifying/ Updating clients records,
- Petty cash handling, Secretarial jobs, filing

DECLARATION

I solemnly declare that the information in this resume is true to the best of my knowledge and belief.

Deena PS