

SREEJITH P S

Paranganatt house, kiralur P O, kuttamkulam, Thrissur, Kerala - 680601
sreeparanganatt@gmail.com, Mob : +91- 8547424948
Pasport No - C1215027 | Expiry Date - 05/08/2034



SUMMARY

Eight years UAE experience in banking, currency, WPS and related activities. Handle branch operations and communications with key partners. Solid experience in AutoMobile Documentations (Finance). Worked as Finance Coordinator for Auto Mobile Sales.

WORK EXPERIENCE

Partner, Office administrator | Thrissur Stock Brokers-franchisee Angel one June 2023 - Present

- Branch operations, Client management, updating legal and other mandatory license .

Branch supervisor | Al Ahalia money exchange bureau, UAE

Janu 2013-Oct 2020

- coordinate with country heads and other departments
- Buying and selling foreign currency
- arrange marketing activities and taking approval from the concerned authority
- HR related jobs within branch level, ensure; staffs are following the instructions from central bank of UAE etc.

Finance Coordinator | Sai Service Station Ltd, Cochin, Kerala

Mar 2005-2012

- Managed in various roles for Sales of Maruti Suzuki Cars which includes Sales Promos, Financial Documentation Processes and Delivery etc.

EDUCATION

Master of Business Administration, HRM

2014

Bharathiar University, Coimbatore, Tamilnad

Master of Arts, Economics (Completed)

2004

M.G. University, Kottayam, Kerala

Bachelor of Arts, Economics

2002

University of Calicut, Malappuram, Kerala

ADDITIONAL QUALIFICATIONS

- Advance Course in Accounting, 2005., The Institute of Professional Accountants, Kerala
- Advance Course in Interior Design, 2004, Ministry of Human Resources, Govt. of India
- Diploma in Interior Design, 2001, Brain Net School of Interior Design and Architecture, Thrissur, Kerala

APPLICATIONS KNOWN

Auto CAD | Adobe Photo Shop | Windows Office Applications | Tally