



# JITTO JOSEPH

MBA, CAMS

Foreign Currency Officer



## EXPERIENCE

### FOREIGN CURRENCY OFFICER | May 2019 – Till now

AL ANSARI EXCHANGE LLC DUBAI

- Review and update KYC files with missing and updated information to satisfy compliance requirements
- Evaluated transactions and customer relationship for money laundering activities, identifying red flags issues and escalating it to the AML frame work for further investigations.
- Handle cash in Dirham and other foreign currency. Monitor and balances the cash account as per transactions
- Provide fast, excellent and error free remittance services to customers.
- Respect AML rules, policies and procedures of the company where applicable.
- Attend all customer complaints and find suitable solution or inform and follow up with customer care center in head office.
- Read sign and follow the circulars from the head office or admin office and respect the rules and policy of the company.
- Attend all the telephone calls within three ring and give exact information regarding currency rate/information required by the caller.
- Dealing foreign currency exchange transactions.
- Analyzing customer transaction trend.

### ASSISTANT MANAGER | 2016 – 2018

AXIS BANK LTD (India)

- Responsible for management of day to day operations of the branch.
- Ensuring strict adherence to prescribed processes, audit and regulatory requirements.
- Timely authorization and checking SO/SDO/RO system input for customer transaction/service request
- Branch Lobby and customer Queue management.
- Managing cash (including FX and TCs) at the branch and ensuring that cash (including FX and TCs) is within branch limit.
- Customer complains management and ensuring resolution of all complaints within TAT.
- Be responsible for the AML & KYC compliance of the various account opening forms submitted
- Responsible for achieving the sales target
- Responsible for the team Management
- Responsible for Foreign Exchange Transaction.
- Assist branch Manager in achieving the branch target



## EDUCATION

### MBA - Finance | 2016

Mahatma Gandhi University, Kerala, India

### Bachelor of Science- Mathematics | 2013

Mahatma Gandhi University, Kerala, India



## SKILLS & EXPERTIZE

AML & Compliance	<div></div>	Cooperate Client	<div></div>
Currency Transaction Management.	<div></div>	Risk Management	<div></div>
Cashier Abilities.	<div></div>	Branch Operations	<div></div>
Currency Exchange Knowledge.	<div></div>	Sales Management	<div></div>
Operations Oversight	<div></div>	Cross Selling	<div></div>
Certified Antimoney Laundering Specialist	<div></div>	Foreign Currency	<div></div>



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Dubai, UAE

## ABOUT ME

Dynamic and highly qualified certified antimoney laundering specialist with extensive knowledge of antimoney laundering principles, policies and procedures. Self-motivated and highly organized with an exceptional work ethic.

## COMPUTER SKILLS

MS Word  
MS Excel  
MS PowerPoint  
MS Outlook  
Email application  
Experienced in working on Tally ERP.

## CERTIFICATES

Certified as **CAMS**  
(Certified Antimoney Laundering Specialist)

Certified as **DCPA**  
(Diploma in Computerized Professional Accounting)

## PASSPORT DETAILS & VISA DETAILS

Passport No : V7746568  
Date of issue : 10/06/2021  
Date of expiry : 09/06/2031  
Place of issue : UAE  
Visa Type : Resident visa

## INTERESTS

