



NITHIN MURALEEDHARAN

ACCOUNTANT / BRANCH MANAGER

1208 Al Ateeq Towers #2 Al Qasimia,
Sharjah, UAE

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ABOUT ME

Accomplished and energetic Branch Manager with a keen eye for details. Customer oriented with 12 plus years experience working for a Money Exchange providing all necessary financial services. Proficient in extracting financial data from various reporting systems and suggesting key operational changes. Talented and highly effective at managing high volume of cash transactions in fast-paced, demanding environment. Exceptional interpersonal skills that provide first-rate customer service to clients, business partners, and team members. Very successful in training and motivating the employees, coach them to become top performers.

LANGUAGES

ARABIC

ENGLISH

HINDI / URDU

TAMIL

MALAYALAM

LINKS

Linkedin:
<http://www.linkedin.com/in/nithin-muraleedharan-85902759>

DRIVING LICENSE

Driving license category
GCC Driving License

WORK EXPERIENCE

**AL JARWAN
EXCHANGE**
Sharjah
Nov 2021 - Feb 2023

Branch Manager

Prepare financial statements for the branch; #Manage employees and lead day-to-day responsibilities; #Recruit and interview new employees; #Assist with customer service to ensure overall customer satisfaction. Oversee reports for budgets and financial reports; #Create plans and forecasts that are built to fit future needs; #Work to grow business and customer acquisition.

**AL JARWAN
EXCHANGE**
Sharjah
Oct 2018 - Nov 2021

Branch Compliance Officer

Develop internal company policies and see that they are respected; #Make sure the organization has a clearly defined program for complying with the countrys laws; #Constantly report to management concerning the organizations compliance with laws and regulations. Take action in dealing with noncompliance situations, creating realistic plans to overcome them; #Conduct regular audits to identify potential weaknesses and noncompliance situations; #Communicate with employees and make sure everyone is aware of what they need to do to comply with internal and external laws and regulations.

**AL JARWAN
EXCHANGE**
Sharjah
Feb 2011 - Sep 2018

Accountant / Foreign Currency Dealer

Prepare asset, liability, and capital account entries by compiling and analyzing account information; #Summarize current financial status by collecting information; #Preparing balance sheet, profit and loss statement, and other reports; #Maintain accounting controls by preparing and recommending policies and procedures; #Reconcile financial discrepancies by collecting and analyzing account information; #Plan, assign, and review staff's work; #Support month-end and year-end close process; #Document financial transactions by entering account information. Record all foreign exchange transaction correctly; #Manage and resolve queries promptly and effectively; #Provide information to clients on the conditions and exchange rates for buying and selling foreign currency; #Providing accurate rates to clients; #Comply with Anti-Money laundering requirements; #Accurately trade and record all forex deals; #Ongoing query management and escalation if necessary; #Exchanging foreign currency; #Promoting the banks products and services; #Keeping customers personal information confidential.

EDUCATION

**UNIVERSITY OF
KERALA**
Attingal Trivandrum
2007

Bachelor of Commerce

SNVHSS
Varkala Kerala
Trivandrum

Undergraduate

PERSONAL DETAILS

Date of birth
13/05/1987

Nationality
Indian

Visa status
Cancelled

Marital status
Married

REFERENCE

Avilable upon request.

2004

SKILLS

DATA ANALYSIS

MANAGEMENT

FINANCIAL STATEMENTS

COMMUNICATIONS

CUSTOMER SERVICE

CAPACITY TO MULTITASK AS WELL AS
PRIORITIZE JOBS.

COURSES

AJMS GLOBAL, DUBAI
Nov 2021

Has successfully completed "Anti-Money Laundering & Combating Financing of Terrorism.

TALLY ACADEMY
Jun 2007 - Sep 2007

Tally I-IV

INDIAN COMPUTER
ACADEMY
Feb 2009 - Aug 2009

Diploma in Computer Application

HOBBIES

READING, PHOTOGRAPHY AND LISTENING MUSIC

I ASSURE THAT ABOVE DETAILS ARE TRUE TO MY KNOWLEDGE AND BELIEF. I BELIEVE THAT I CAN BE A VALUABLE ADDITION TO YOUR TEAM. THANK YOU FOR YOUR CONSIDERATION, I LOOK FORWARD TO HEARING FROM YOU.

Nithin Muraleedharan

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