

**SREEJITH
THANNIKURUSI
CHANDRAN**



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Personal Details

Date of Birth : 28/04/1988

Birth

Marital Status : Single

Nationality : Indian

Passport : V2314481

Place : Kerala, India

Availability : Immediately available

ABOUT ME : A professional having Masters in Business Administration with 12 years of experience & excellent knowledge of banking and finance sector .Well knowledge in UAE central bank guidelines.

Skills

Microsoft Office (Word, PowerPoint, Excel) 80%

Payroll 80%

EXPERIENCE

AL ANSARI EXCHANGE LLC

WPS OFFICER (OFFICE IN-CHARGE)

January
2021 -
March
2023

- SIF(Salary Information File) Uploading
- Managing WPS hub in Ras Al Khaimah region.
- Preparing daily ,weekly, and monthly reports.
- Verifying company registration supporting documents.
- Generating company and employee statement.
- Co-ordinating with accounts department to ensure WPS companies online fund transfer.
- Supporting branches for WPS service.
- Attending Customers in counter and telephone.

AL ANSARI EXCHANGE LLC

EXECUTIVE

September
2013 -
December
2021

- Manage and handle the cash / cheque /online transfer salary files and ensure the delivery of quality service to customers.
- Verifying company registration supporting documents.
- Manage and handles all the queries and complaints which occurs while doing the transactions using the card .
- Co-ordinating with accounts department to ensure WPS companies online fund transfer.
- Provide excellent Customer Service is provided to Card holders through the available channels such as Branches, Central Unit, and Call Centre.
- Co-ordinating with different automation teams and sharing the operational requirements for new automation projects.
- Preparing daily, weekly and monthly report.
- Communicate with IT in case any system issue arises to resolve.
- Work on to close sharia & Audit Observations.
- Support the management ensuring activities run smoothly and efficiently.
- Act within a framework that improves the company's reputation and customer's satisfaction.

Customer Service	80%
Organizational Skills	80%
Decision Making	80%
Management Skills	80%
Problem solving	80%
Reporting skills	80%
Forecasting	80%
Achievements & Awards	
100% Attendance and Punctuality	
Completed advanced Anti- Money laundering (Online)	
Languages	
English	
Hindi	
Malayalam	
Tamil	
German A1 level	

HDFC BANK LTD

FAO (Field Agriculture Officer)

➤ Sourcing the SHG's (Self Help Groups) for financing loan.

➤ Account opening for the SHG's.

➤ Rating SHG's accounts and minutes book.

➤ Members Information File(MIF) creation.

➤ Members Loan agreement creation.

➤ Attending SHG's monthly meeting.

➤ Follow-up SHG's for loan repayment.

➤ Support the management ensuring activities run smoothly and efficiently

➤ Managing operations including devising promotional activities and monitoring transactions.

➤ Maintaining and developing good relationship with customers, Responsible to developing business, maximising revenue generation & achieving sales target, Selling products by establishing contact and developing relationships with prospects.

EDUCATION

Bharathiar University

Master of Business Administration

LEARNINGS

Orientation and Foundation training - ""

Anti- money laundering & prevention of fraud and counter feit money - ""

Telephone and Business etiquette core knowledge in UAE central bank rules and regulations - ""

October
2010 -
March
2013

2012