



S.SANALKUMAR

Dubai, UAE
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EDUCATION

Bachelor of Arts
Annamalai University, India
May 2011

COMPUTER SKILLS

- Windows, MS-Office
- Laptop hardware
- WI-FI Networking

LANGUAGE SKILLS

- English
- Hindi
- Malayalam
- Tamil

INTRODUCTION

Accomplished Finance Professional with over 15 years of strong experience in UAE's top exchange company. I have consistently exceeded expectations with hard work & constant learning.

SKILLS SUMMARY

Cash Handling Skills

- Cash drawer maintenance
- Financial principles and practices
- Strong mathematical skills
- Attention to detail
- Petty cash management
- Experience in Tally
- Knowledge of proper cash handling procedures
- Loan processing
- Tax preparation
- Ledger balancing
- Balance allocation

Customer service skills

- Conflict resolution
- Problem solving
- Written and spoken communication skills
- Honesty
- Attention to detail
- Discretion
- Data entry skills
- Strong typing skills

EMPLOYMENT HISTORY

UAE Exchange Centre LLC, Dubai

Cashier/FC Cashier

March 2014 – 2022



- Cash acceptance and payments.
- Doing day to day remittances activities.
- Handling WPS for payroll solutions, Cheque entries on daily basis.
- Customer registration, high value, SWIFT transaction, corporate transaction verification.
- Dealing with branches of UAE Exchange for foreign currencies trading.
- Monitoring fluctuation of foreign currencies rate in local and international markets (as a Forex) and maintaining stock of foreign currencies in branch.
- Performing the due diligence on new and existing clients, requesting the KYC information, documentation, review and verification of received documentation and making an analytical risk assessment.
- Cross sell products and service including new launches and explain to customers the product features, its benefits.
- Handling corporate customers for the foreign currencies and remittance requirement, Doing salary disbursement activities.
- Prepare and submit mid-day, end of the day reports for cash tally, high value transaction, settlement to the head office treasury

PERSONAL ATTRIBUTES

- I am an excellent communicator, with a friendly personality
- I am very comfortable interacting with clients and vendors
- Self-confident and motivated to take up challenging assignments
- Capable team player to work with people at all levels with strong interpersonal and communication skills

DRIVING LICENSE

- UAE Driving License
- License Number: 3655914

PASSPORT & VISA

DETAILS

- I hold a valid Indian passport
- Passport No: U9894039
- Visa Expiry Date: 18/04/2024
- UAE Residence Visa

PERSONAL DETAILS

- Marital Status: Married
- Date of Birth: 04 /04/1982

PROFESSIONAL

REFERENCES

- Can be provided on request

UAE Exchange & Financial Services Ltd, India

Junior Officer

1st December 2004 – 1st March 2014

- Doing day to day remittances activities (Telex transfer, Demand draft, instant cash transfer).
- Providing best rates to the customer in the day to day remittances.
- Handling customer queries over the phone as well as the counter.
- Monitor and maintaining the branch operational reports for the improvement in the branch.
- Perform accurate sales transaction according to the cash control policies and procedures.
- Help and support branch head in all the day to day activities including remittance as well as cross selling of different allied products.
- Monitoring daily branch expenses
- Posting all the Journal entries on daily basis.
- Tallying all the Ledger accounts on daily basis.
- Tallying day end report.
- Posting daily payment and receipt vouchers.
- Monitoring all the cheque transactions.
- Coordination among tellers for functional effectiveness.

MENA LABS CLINICAL PATHOLOGY LLC

Driver cum Messenger

January 2022-Present (Part Time)

- Cash/cheque collection from corporate clients.
- Depositing cash/cheque in banks.
- COVID 19 Sample collections.
- COVID Kit delivery.
- Delivering packages, documents and other items to intended location.
- Ensure timely, safe and accurate delivery.

DECLARATION

I hereby declare the above given information is correct & complete to the best of my knowledge & belief.

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