



ANIL KUMAR RADHA

CONTACT

Emirates Building -
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SKILLS

- Maestro, Casmex, Global Money
- MS Office
- Forex Handling and Remittance
- Customer Service
- Team Management
- Problem Solving
- Leadership
- Time Management
- Budgeting
- AML & CFT
- Corporate Remittance
- WPS
- Business Client Handling

EDUCATION

Bachelor Of Commerce
Ossmania University

JUNE 2005 — APR 2007

LANGUAGES KNOWN

- English
- Hindi
- Malayalam
- Tamil
- Telugu

WORK EXPERIENCE

Emirates India International Exchange LPC
Branch Manager

APRIL 2015 — PRESENT

Leela Megh Exchange LLC
Branch Manager

MAR 2013 — MAR 2015

Asia Exchange Centre
Branch Incharge

MAR 2009 — FEB 2013

RESPONSIBILITIES UNDERTAKEN

- To manage day to day function of the branch.
- T.T & SWIFT for all the countries such as USD, CAD, GBP, EUR etc., (both corporate & Individual),
- Authorizations of Remittances, Amendment, Cancellation etc.
- Managing branches revenue, including cash handling, deposit reconciliation, and delivery of deposits to bank.
- Fixing the rates for forex & remittance for the various countries.
- Acting as company's AML Officer and ensure all staff are following KYC norms and guidelines prescribed by the UAE Central Bank and Authorization of transactions.
- Screening of other AML techniques, Banks relationship management.
- Compliance: Due diligence, Enhance due diligence, KYC (Know your customer) & preparing of correspondence on behalf of the company.
- Maintenance of documentation such as AML report under the guide lines of Central bank.
- Conducting auditing of the branch, cash checking, system checking, AML checking, Staff performance, receipt & payment vouchers etc.
- To report the Operation Manager regarding the daily branches report.
- Represents the company on all local community matters and make sure that representation creates good will and promotes community economic.
- Managing and motivate staff to meet targets.
- Conducting weekly, monthly meeting and performance evaluations for all staff and key personnel as scheduled. Also ensure good customer service from the staff.
- Select, train, supervise and evaluate new candidates & branch supervisors and key personnel to
- Ensure their attainment of high individual productivity and achievement of the responsibilities and duties contained in their job descriptions.
- Maintain daily & monthly attendance and preparing Over time reports.
- Ensure all Company policies and procedures are followed in all aspects of the operations and ensure that all branch personnel understand and comply with all state and federal rules

DECLARATION

I hereby declare that the information furnished here is true to the best of my knowledge.