



VINOD KALADI KALATHIL

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Email: vinodkk50@yahoo.com

DUBAI, U.A.E

CAREER OBJECTIVE

Based on my knowledge in HR , Banking , Training and Communication Skill I am looking for a Professional Job. I want to establish myself in a well reputed organization where I can grow by exploring all my potentials and careers which will help the organization to achieve its goals.

ACADEMIC CREDENTIALS

Jun 2008 -Mar 2010 *The Institute of Chartered Financial Analysts of India*
Master Degree of Business Administration (MBA) in HR & Marketing

Jun 2006 - Mar 2008 Annamalai University Tamilnadu India
Master Degree of Science - Mathematics (MSc Mathematics)

Jun 2002 - Mar 2005 University of Calicut , Kerala, India
Bachelor Degree of Science - Mathematics (BSc Mathematics)

Jun 1999 - Apr 2001 Board of Higher Secondary Education, Kerala, India
Intermediate (Science), Government Rajhas Higher Secondary School Kottakkal

Jun 1998 - March 1999 Board of SSLC, Kerala, India
Matriculation (SSLC), Government Rajhas Higher Secondary School Kottakkal Malappuram , Kerala , India.

COMPUTER SKILLS

- Ms Office Suite (Word , Excel , PowerPoint , Etc...)
- Character Map
- Typing (English , Hindi & Malayalam)
- Add Design and Poster Making
- Social Media Marketing / Digital Marketing

CERTIFIED TRAINING IN UAE - KHDA CERTIFIED

(Knowledge and Human Development Authority Dubai)

- I Successfully completed the Training Course for UAE Labour Laws and Procedures from Calibri Training & Development Centre LLC (<https://calibriedu.com>), Dubai, UAE

TRAININGS

- 100 hours of Mandatory Training for **DRA** as Prescribed by **Indian Institute of Banking and Finance (IIBF)** and as Mandated by **Reserve Bank of India**
- Successfully Completed **AML & COMPLIANCE TRAINING** Program Conducted by **Western Union Money Transfer**
- Successfully Completed **COMPLIANCE & OPERATIONAL TRAINING** Program Conducted by **Ria Money Transfer and IME**
- Successfully completed **AML (Anti Money Laundering) Training @ Delma Exchange LLC**

HR , AML/Compliance, Currency , Training , Manager..Etc

Dear Madam / Sir ,

I am Vinod Kaladi Kalathil an MBA graduate from India Kerala , now I am available in UAE under **Visit Visa** and Looking for a job Career in Dubai , UAE

PERSONAL DETAILS

Nationality : Indian

Date Of Birth : 13/01/1984

Gender : Male

Languages Knows : English, Hindi ,Tamil , Malayalam

Education : MBA (HR & Mkt)

Passport No: S 5271243

Expiry Date : 05/09/ 2028

Visa Status : **Visit Visa**

Visa Entry No- 201/2023/11400673574

Valid up to - 07 Jul 2023

(I will Renew it, after Visa Expiry)

Vaccination Details: Two Dose Vaccinated (Oxford Astra Zeneca)- Called " **Covishield** " in India

Address : Villa No 18, Flat 4 , Al Souq Al Kabeer Area, Burdubai Dubai UAE

26 / 22 ,Sree Lakshmi House , Ampara , Kottakkal, 676503(Pin) Malappuram (Dt), Kerala , India

About Me - *I am a genuinely nice person with always keeping ethical values. My behavior is Talking Straight and Listening Hard. No rubbish, just respect, Open, honest, meaningful exchanges that are as constructive as they are informative and prospective. I have a Positive attitude and Adaptable Character with Hardworking Mentality. My quality is Problem analysis and problem- solving skills.*

LinkedIn

<https://www.linkedin.com/in/vinod-kaladi-kalathil-2a69b0172/>

Facebook

<https://www.facebook.com/KKV.Nair>

Twitter

<https://twitter.com/VinodKK71165269>

Telegram

<https://web.telegram.org/k/#1432255930>

Instagram

<https://www.instagram.com/kkv.nair/>

REFERENCE

Reference Will be Available
Up on Request

PROFESSIONAL WORKING EXPERIENCES

- Jul 2020 - Present : **Freelance** Work (Remittance , PRO & Real Estate)
- Sep 2018 – Jun 2020 **MESRKANLOO INTERNATIONAL EXCHANGE** (<https://mesrkanlooexchange.com>). M.I.E is a leading Currency Exchange in Deira Dubai. I worked as a Foreign Currency Cashier in Retail Cash Department.
- Jan 2018 - July 2018 **WALL STREET EXCHANGE CENTRE LLC** (<http://www.wallstreet.ae>) Wall Street Exchange Centre LLC is an leading money transfer exchange in United Arab Emirates under Emirates Post UAE. I Worked as a **Grade II Cashier** in wholesale Foreign Currency Department
- Jan 2016 - Jan 2018 **DELMA EXCHANGE LLC** (<http://delmaexchange.com>) DELMA EXCHANGE is a Money Transfer Exchange in United Arab Emirates. I Worked as a Branch Admin In Charge @ Karama Branch.
- May 2010 - Dec 2015 **SYNDICATE BANK**
Syndicate Bank is a Government of India Undertaking Bank (Now as Canara Bank). I am the Authorized **Debt Recovery Manager** in Kerala State , India

AWARD

- *Best Employee of the Month Award in September 2017 @ Delma Exchange LLC , UAE*

SKILLS

- *Knowledge of HR functions
(pay & benefits, recruitment, training & development etc.)*
- *Knowledge of UAE labour laws and disciplinary procedures*
- *Outstanding organizational and time-management abilities*
- *Excellent communication and interpersonal skills*
- *Problem-solving and decision-making aptitude Skills*
- *Knowledge of HRIS (Human Resource Information System)*
- *Proficient in MS Office , Knowledge of HRMS*
- *Awareness of WPS (Wages Protection System)*
- *Knowledge of Compliance /Anti Money Laundering And TF*
- *Knowledge of World leading all currencies with ISO Codes*
- *Experienced Knowledge of Cash Remittance And Dealing of Foreign Currency*

DECLARATION

I hereby declare that the particulars furnished above are true to the best of my Knowledge and belief.

Vinod Kaladi Kalathil

Dubai