



VILLA NO : 02
RASHID BUILDING
MUSSAFAH ,
ABUDHABI,

Contact

052 519 7872

lithinmurukanacharay@gmail.com

SKILLS

- Foreign currency buying and Selling
 - Cheque collection
 - AML process
 - WPS process
 - Corporate registration
 - Night and safe deposit procedures
- Meeting conducting
- Strong account analysis skills
- Staff management
- Rapid data entry skills
- Compliance, banking laws and regulations
- Transguard cash deposit and Collection
- Marketing

LITHIN MURUKAN

PROFESSIONAL SUMMARY

Intend to build a career with leading corporate with commitments and dedication, which will help me to explore myself fully and realize my potential.

EDUCATION

BACHELOR OF COMMERCE (B.com)-COMPUTER APPLICATION
ALBEDO SCHOOL OF MANAGEMENT (2015)

BOARD OF HIGHER SECONDARY EXAMINATION, KERALA
SREENARAYANA TRUST HIGHER SECONDARY SCHOOL (2012)

WORK EXPERIENCE

CASHIER /TELLER:

FEDERAL EXCHANGE EXCHANGE ,
MUSSAFAH BR ABUDHABI
2021 TO 2022

- Foreign currency buying and exchanging
- Fund remittance TT transaction as well as swift transfer
- Fake note detection and reporting to concern authority
- Coordinated daily cash reconciliation at a high-volume location.
- Maintained balancing record with accuracy.
- Making receipt voucher and payment voucher
- Surprise auditing process.
- Petty cash voucher payment
- Executed wire transfers, stop payments and account transfer

PERSONAL DETAILS

FATHERS NAME : T L MURUKAN

D.O.B : 07/07/1994

MARITAL STATUS : SINGLE

NATIONALITY : INDIAN

LANGUAGES : ENGLISH

: HINDI

: TAMIL

: MALAYALAM

: ARABIC

- doing various account transaction
- Coordinated daily cash reconciliation at high volume
- Opening accounts for NRI customer

BRANCH MANAGER:

**BARATH FINANCIAL INCLUSION LTD
KOCHI, KERALA,INDIA (15/05/2017) TO
(06/09/2019)**

- HR related works
- Recruiting new employees
- Well handling in Staff,Cash,Cheque,Registers,Documents and locker key also
Softwaers,Trackers,Exel,word,outlook,etc...
- Recommended loan approvals and denials based on customer loan application reviews
- Originated and administered customer loan proposals and Boosted branch sales by developing and deepening customer loyalty through incentive programmes

ACCOUNTS MANAGER:

**ANIL BROTHERS (SPECIALIST IN
ENGINEERING INNOVATION (01/12/2019) TO
(25/02/2021)**

- Dayli data Reporting with excess cash details
- Journal entry updation on system and physical register
- Accounts payables and receivable
- Good contact with account related customers
- Bank reconciliation statement
- Vat calculation
- Calculating staff monthly payments and incentives