



SAJIN SALIM

Manager / Supervisor/ Chief Teller

CONTACT

Address

Ruwais - Abu Dhabi, UAE

Phone

0544653645

E-mail

naivesajin@gmail.com

Linkedin

[linkedin.com/in/sajin-salim11062b13a](https://www.linkedin.com/in/sajin-salim11062b13a)

SKILLS

- Influencing & Negotiating.
- Strategic business planning.
- Proven record of past employment Performance.
- Risk mitigation strategies.
- Excellent critical thinking capacity.
- Analytical & Fraud Risk Assessment.
- Adept at performing under pressure or on tight deadlines.

OBJECTIVE

Professional with over 14 years of experience in Foreign Exchange Industry. Prior experience provided the opportunity to lead a team with more than 20 staffs with total revenue increased by over 23%. Dependable and punctual with outstanding mathematical aptitude. Adept at using powerful research methods to assess company performance levels, and coordinate operations to help achieve maximum productivity. A born leader, with the ability to create and nurture important business relationships. Bringing forth a motivated attitude, and the desire to serve as an effective business manager/ Supervisor / Chief Teller in the next company I join. Evaluated company performance statistics, and create new initiatives to increase productivity. Supervised employees and teams to help reach maximum performance levels.

EXPERIENCE

Nov 2021 – Present

BUSINESS DRIVER

Al Fardan Exchange LLC
Abu Dhabi

- Worked directly under the principals of the firm and responsible for managing all financial activities for the branch with a budget.
- Acting as a first point of contact for compliance concerns.
- Ensure all teller transactions and other routine processing is done as per laid down procedures and central bank guidelines and ensure due diligence is carried out with respect to money laundering and other regulatory requirements.
- Carry out smooth and error free transactions within the branch, ensuring all activities are completed within timescales and with a high degree of accuracy.

Jan 2021 – Aug 2021

ASST.MANAGER - ACCOUNTS

**Al Noor Technical
Resources Co LLC**
Abu Dhabi

- Evaluate and update information and carry out validation of data for accuracy
- Reviews reports, fund or account statements and bank statements; investigates irregularities and reports to supervisor; adjusts and necessary journal entries.
- Supervise, track and post income, expenses and gifts
- Reviews computer reports and investigates, and reports or corrects inconsistencies and errors.

- Strong work ethic and drive to perform.
- Problem solving & decision making.
- Strong understanding of P&L.
- People Management & Team handling.
- Leadership.
- Adapting according to the situation.
- Able to work alone or among a large team.

LANGUAGE

ENGLISH

HINDI

MALAYALAM

TAMIL

PERSONAL INFORMATION

Date of birth

15-06-1988

Nationality

Indian

Driving License

UAE & India

Visa Status

Employment

Jan 2018 – Dec 2020

BRANCH MANAGER

Unimoni Financial Services Ltd,
Thiruvananthapuram,
Kerala, India

- Increased monthly gross sales and exceeded goals for sales, revenue and profit margins with a YTY 25% growth.
- Supervised 20 employees and teams to help reach maximum performance levels.
- Followed guidelines for detecting and reporting fraudulent transactions, including theft and identity impersonation etc.
- Responsible for ensuring appropriate sales processes are followed, and highest levels of controls and compliance are adhered.

Jul 2008 – Sep 2017

MANAGER

UAE Exchange & Financial Services Ltd,
Thiruvananthapuram,
Kerala, India

- Ensure full awareness of all policies related to operational risk and miss selling, etc. & comply by the same.
- Is responsible for delivering service to customers that is synonymous with consumer brand experience being promoted by the organization.
- To ensure “Know Your Customer” requirements as prescribed by company are duly adhered to. All the legal and compliance guidelines provided by company are adhered to.
- Data confidentiality and secrecy norms of company are adhered to.

EDUCATION

2014-Jul -

2016-Nov

MBA: Finance

Madurai Kamaraj University (MKU) - Madurai, Tamil Nadu,

2008-Aug -

2011-May

Bachelor of Commerce

SRM Institute of Science & Technology (SRM) - Tamil Nadu

2006-Jul -

2007-Dec

Diploma in Airline and Airport Management

Airline Training Academy - Kerala, India

CERTIFICATION

Diploma in Office Secretary Training

Diploma in Computer Hardware Maintenance

Diploma in Computer Web-Designing

REFERENCES

Available Upon Request