

## Curriculum Vitae



### **Sibi Thomas**

Branch Operations Supervisor

UAE Exchange Centre LLC

Ruwais Branch

Abu Dhabi

United Arab Emirates

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**Career Objective:** To secure a suitable position in a reputed organization where I can utilize my educational and professional skills thereby achieving Organizational and professional growth.

### **Personal Profile:**

Name	:	Sibi Thomas
Sex	:	Male
Marital Status	:	Married
Nationality	:	Indian
Date of Birth	:	30-05-1972
Languages known	:	English, Hindi & Malayalam
Driving License	:	Holding valid UAE driving license (Automatic)
Permanent Address	:	Erattolil House, Kozhencherry East P.O. Pathanamthitta Dist., Kerala, India.
Present Address	:	Flat No. J 16215, ADNOC Housing Complex, Ruwais, Abu Dhabi.

**Qualifications:****Academic**

Bachelor of Commerce (B.Com.) from Mahatma Gandhi University, Kerala, India

**Technical**

Diploma in Computer Applications  
(Windows, MS-Office, Accounting Packages – Tally & Dac Easy)  
From Abacus Computer Academy, Kozhencherry, Kerala, India.

**Job Profile:**

1.           **Organization**       :       **UAE Exchange Centre LLC**  
              **Position**           :       **Branch Operations Supervisor**  
              **Duration**        :       **From 06<sup>th</sup> December 2008 to till date**

UAE Exchange is one of the leading exchange houses in UAE having 693 direct offices globally out of those 123 branches located in UAE.

**Job responsibilities**

1. Supervise all the branch operation activities and directly reporting to Branch Head.
2. Lead a team of cashiers / tellers and supervising and monitoring their activities.
3. Giving proper instructions and guidance to the team members to reduce the TAT (turn around time) to perform the transactions.
4. Performing surprise cash verification of cashiers.
5. Supervise the day end closing of all the cashier activities
6. Monitoring and verifying all the transactions on a daily basis are performed as per the guidelines and AML policy of the company as well as the UAE Central Bank.
7. Sending STR to AML department as and when such incidents happened.

2.           **Organization**       :       **Mouwasat Hospital, Qatif, Kingdom of Saudi Arabia.**  
  **(Formerly known as Gulf Specialist Hospital)**  
              **Position**           :       **Human Resource Coordinator**  
              **Duration**        :       **27<sup>th</sup> March 2004 to 11 June 2008**

Mouwasat Hospital is one of the leading private sector hospitals (JCI – Joint Commission International Accredited hospital) in the Kingdom of Saudi Arabia. They have six hospitals in Kingdom. This is a 150 bedded hospital offering high level standard of medical, surgical and nursing care supported with modern facilities and equipments.

Golden Waters Resort is a Bangalore based Luxury Resort having 28 cottages with Five Star facility.

**Job Responsibilities**

- a. Receiving Cash from main reception and arranging to deposit to company's bank account on a daily basis.
- b. Preparation of Cash Book, General Ledger and dealing with banks.
- c. Annual and half yearly Physical Stock Taking and reconciliation with computer figures.

5.                   **Organization**                   :                   **High – Tec Networking Solutions Pvt. Ltd.,  
Bangalore, India.**

**Position**                         :                   **Accounts cum Administrative Assistant**

**Duration**                         :                   **01 July 2000 to 26 April 2001.**

High – Tec Networking Solution is a Bangalore based computer networking company engaged in Networking training and solutions.

**Job Responsibilities**

- a. Handling and keeping of Cash Book General Ledger etc in a fully computerized facility
- b. Assisting the Chief Accountant for finalization of accounts
- c. Assistance in the Administrative Section – Preparing monthly attendance details of all employees, updating the manpower database, preparing service benefits of employees, preparing Payroll for all employees, maintaining personnel files and other important documents for employees.

6.                   **Organization**                         :                   **Mini Muthoottu Mutual Funds Ltd.,  
Kozhencherry, Kerala, India.**

**Position**                         :                   **Accountant**

**Duration**                         :                   **01 March 1997 to 17 June 2000**

Mini Muthoottu Mutual Funds is one of the leading Non Banking Financial Institution in Kerala having around 2000 branches located in various parts of India.

**Job Responsibilities**

- a. Handling cash in the cash counter working as a cashier on a rotation basis
- b. Dealing with customers in the counter for accepting deposits, interest payment and gold loan.
- c. Handling and Keeping of Cash Book, General Ledger
- d. Assisting the Chief Accountant for finalization of account

**DECLARATION**

I do hereby declare that all the above information is true and accurate to the best of my knowledge, belief and understanding.

Place :           Abu Dhabi

Date :           July 9, 2023

**Sibi Thomas**