

Rejith Ponnarassery Chandran

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PERSONAL DETAILS

Nationality : Indian
Date of Birth : 19-04-1987
Marital status : Married
Religion : Hindu
Languages : English, Hindi ,Tamil , Sinhala , Arabic & Malayalam
Passport no : S2906565
Visa status : Residence Visa
UAE Driving license : 63622282

Qualified, and result driven professional with 12.2 years of Customer service ,Branch operation and excellent Supervising experience. Self motivated, enthusiastic, and committed team player with track record of exceeding performance goals through maximum attention to detail, setting job priorities, and meeting strict deadlines. Possess excellent communication, coordination, organizational, problem solving, and time management skills. Aspiring to contribute and work actively in the field to share and enrich knowledge and experience.

STRENGTH

- Operational Procedures Know-How
- Expertise in excellent Customer service
- Outstanding Analytical Expertise
- Accurate and Detail Oriented Worker
- Knowledge of AML policies
- Strong Leadership skills
- Expertise in Sales
- Management executions

SKILLS

- Tally 7, Enterprise Resource Planning 9.
- Well versed with MS Office (Word, Excel) Internet and E-mail applications.
- Task management skills.
- Cross Selling skills.
- Time management skills.

WORK EXPERIENCE

AL AHALIA MONEY EXCHANGE BUREAU

BRANCH SUPERVISOR August 2011 – Present (12 Year Experience)

Key professional responsibilities :-

- Monitoring the Forex Market, strategising and fixing the buy/sell rate of various currencies, dealing with the clients, Currency booking, funding and replenishing the FC stocks.
- Branch AML compliance officer, reviewing of documents and reports for preventing money Laundering and other financial mal practices.
- Internal Training and coaching provided to the new employees as per branch operational requirements.
- Analysing potential problems and reporting to the concern heads to implement best practices.
- Organising and providing day end reports to the concerned departments.
- Dealing with High Volume of foreign currencies in compliance with AML and KYC policies.
- Handling of foreign currency exchanges with competitive rate quoting with knowledge of market trends.
- Customer service officer to deliver the best service to full fill their needs.
- Dedicated and self driven to meet all branch set targets with in time frame.
- Timely reporting to prevent the fraudulent and suspicious activities in remittance to Department heads.
- Assisting the corporate clients for remittance and WPS solutions.
- Product training and orientation to customers.
- Develop and maintain strong client relationships.

INDIAN POSTAL DEPARTMENT, Kerala, India (Postal code 680501-Kecheri)

As a Postal assistant April 2009- June 2011 (2 Year Experience)

Key professional responsibilities :-

- Management of business portfolios- Timely collection and updating of customer data base and generating client relationship. Customer Document Management.
- Collection of outgoing mails and parcels from all departments
- To weigh, frank and process letters and packages for dispatch
- Stamp wending , Post box management
- Maintain records of total mail in order to confirm postal services invoices
- Ensuring the accuracy of the invoices
- Customer service- All time assistance to customers on and off office premises, specially focused on after sales Service.

QUALIFICATION

CALICUT UNIVERSITY

Bachelor of commerce - Finance & C A Core Modules:

- Corporate Accounting.
- Financial Management.
- Costing and Quantitative Techniques.
- General Accounting
- Computer application

ACHIVEMENTS

- Exceeded expectations of top management with a performance score averaged 85 % on monthly targets as an assistant sales manager.
- Operational role has gained 126 % under companies PMS scoring.
- Awarded customer's best choice service provider in July 2014.
- Awarded Best Employee in 2013 and 2014.
- Achieved all individual business targets.

AREAS OF EXPERTISE

BRANCH OPERATION

- Review remittance request, customer profile business supporting documents and ensure compliance with AML & CTF.
- Inspect Operational policies and records to ensure accuracy and compliance with operation standard manual.
- Evaluate the market and currency value, position and stock to recommend measures to strengthen business profits.
- Monitor the financial transactions to ensure compliance with concerned department.
- Identify and report key risk areas.
- Ensure accuracy of consolidations and combinations.
- Perform ratio and trend analysis and interpret results

REFERENCE

Data will be furnished upon request.