



# ADRIN NOEL

Looking forward to enhancing my career. I have the necessary skills to successfully do the job adeptly and perform above expectations. I am adaptable and a quick learner. I can assure you of my professional and personal growth.

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📍 DUBAI, United Arab Emirates

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## WORK EXPERIENCE

### TELLER CUM MARKETING EXECUTIVE

Al Dahab Exchange

07/2021 - Present

Dubai, United Arab Emirates

#### Achievements/Tasks

- Provide exceptional customer service to clients, addressing their inquiries, resolving issues, and Handling and processing various financial transactions, including deposits, withdrawals, fund transfers, and payments. Ensuring accuracy and compliance with regulatory guidelines.
- Possess a comprehensive understanding of the products and services to educate customers and promote appropriate offerings based on their needs.
- Engage in business development activities and community organizations to generate leads and increase the customer base and achieve overall branch targets, demonstrating a results-oriented approach to business development.
- Utilize various strategies such as cold calling, email campaigns, and referrals to generate leads and convert them into profitable business relationships.
- Ensuring compliance with regulations, internal policies, anti-money laundering (AML), and Know Your Customer (KYC) guidelines. Monitoring transactions and activities to detect and prevent fraudulent activities, reporting suspicious transactions when necessary.
- Ensure adherence to all WPS rules, regulations, and guidelines issued by the UAE Ministry of Human Resources and Emiratization (MOHRE).
- Facilitate the registration process for new employers joining the WPS, verifying their information and documentation and providing necessary documentation and explanations. Handle and resolve any WPS-related issues or disputes in a prompt and efficient manner.
- Ensure the confidentiality and security of all WPS-related data and information. Work collaboratively with other team members within the WPS department and other departments in the organization.

### Supervisor Cum Assistant Accountant

Macabon Moto Hub India Pvt.Ltd

08/2019 - 12/2019

Kerala , India

#### Achievements/Tasks

- Ensure accurate accounts payable, accounts receivable, and other financial records.
- Prepare and analyze financial statements, Collaborate with management to develop budgets and financial forecasts for the organization.
- Providing necessary documentation and explanations for internal audits.
- Oversee payroll processing to ensure accurate and timely payments to employees.
- Monitor and manage cash flow to ensure adequate liquidity for the organization's operations.
- Oversee payroll processing to ensure accurate and timely payments to employees.
- Maintain relationships with vendors, negotiate contracts, and manage accounts payable functions.
- Oversee the work of staff, providing guidance, training, and support as needed.

## EDUCATION

### BA Economics

Fatima Mata National College Kollam (Kerala University)

KERALA, INDIA

## SKILLS

Communication

Teamwork

Problem-solving

Data Analysis

Data Analysis Tools

Risk Management

Time Management

Financial Analysis Tools

Leadership

Business Strategies

Adaptability

TALLY ERP9

Microsoft Office Suite

Photoshop

## CERTIFICATES

### KNOW YOUR CUSTOMER & CUSTOMER DUE DILIGENCE CERTIFICATE (2023)

#### Tally with GST (2018)

*Institute of Science Technology and Management (Under Govt. of Kerala)*

#### Diploma in Foreign Accounting (2017)

*Institute of Science Technology and Management (Under Govt. of Kerala)*

#### Diploma in Computerised Financial Management (2017)

*C-Dit (under Govt. of Kerala)*

## LANGUAGES

### ENGLISH

*Native or Bilingual Proficiency*

### HINDI

*Native or Bilingual Proficiency*

### MALAYALAM

*Native or Bilingual Proficiency*

### TAMIL

*Professional Working Proficiency*