



SANTHOSH KIZHAKUMKARA

Al Qasmia

Sharjah

UAE

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santhoshkizhakkumkara@gmail.com

Visit visa valid up to 12.11.2023

CARRIER OBJECTIVE

Experienced banker with expertise in handling numerous accounts and transactions. Hoping to secure a position in a bank or financial institution where my abilities and skills will be maximized.

PERSONAL SKILLS

- Qualified and organized professional with experience in accounting system and practice.
- Strong analytical and problem solving skill with ability to make well thought out decision.
- Trustworthy and customer oriented.
- Effective of multitasking and resourceful in the completion of project.

PROFESSIONAL EXPIRENCE

AL DAHAB EXCHNAGE (MARCH-2018- APRIL-2022)

- **Cashier/Customer Service Executive Remittance & Forex Abu Dhabi, United Arab Emirates.**
 - Providing quality customer service and ensuring customer satisfaction.
 - Accept cash and check for remittance such as Xpress or bank services.
 - Assigned cashier to process western Union for inward and outward remittance to worldwide.
 - Process salary deposit for SME or companies.
 - Proper cash management; Count and verify the allocated total cash at hand at the beginning and end of shift to ensure that it tallies with the.
 - Ensuring the timely and accurate execution of transactions with customer's
 - Signature, address, contact number as to comply the KYC time to time.
 - Handle marketing and cross selling of products and services.
 - Buying and selling all major country currencies wholesale and retail.

BRANCH SUPERVISOR

CITY EXCHANGE LLC DUBAI (OCTOBER 2011 – NOVEMBER. 2017)

Job Responsibilities include:-

- Branch Opening and Closing
- Supervising the Staff.
- Organizing and monitoring the work
- Maintain safe and healthy environment
- Provide quality service to customers.
- Update the Branch compliance and AML Policy
- Promoted branch sales of key products and service
- Maintain cash orders and balancing branch cash.

AWARDS AND TRAINING

Anti-Money Laundering / Countering the Financing of Terrorism (AML\CFT)

EDUCATIONAL QUALIFICATIONS

Master of Commerce (M.Com 2009-2011)

Bachelor of Business Administration (BBA 2004-2007)

COMPUTER PROFICIENCY

Certification in SAP FICO S/4HANA

Certification in G-VAT

Diploma in computerized office accounting (Tally, MS Office, MS Excel)

Knowledge of using various software in money exchange field

PERSONAL PROFILE

Full name	: Santhosh Kizhakumkara
Date of birth	: 10 th of May 1986
Nationality	: Indian
Languages known	: English, Hindi, Malayalam, and Tamil
Passport number	: M4034865
Visa status	: Visit visa valid up to 12.11.2023

REFERENCE

MS. Auguster .M. HR Manager Al Dahab Exchange Dubai (Mob: 971-588691659)

Mr. Abdul Mislaj Branch Supervisor Al Dahab Exchange (Mob: 971-582051519)

DECLARATION

I hereby declare that the above information is true and correct to the best of my knowledge.

Signed,

Santhosh. K