



NABEEN KUNHIPALLY

Branch Supervisor / Branch Compliance Officer

Mobile Number: **0551756695**

Email Address: **nkunhipally@gmail.com**

Home Address: **Zakher, Al Ain, United Arab Emirates**

Date of Birth: **January 26, 1985**

Nationality: **Indian**

Visa Status: **Employment**

Language: **English, Hindi, Malayam, Arabic (Written, Read & Spoken)**

Civil Status: **Married**

Emirate: **Abu Dhabi**

Religion: **Muslim**

PROFESSIONAL SUMMARY

A highly committed, detail-oriented and task driven professional with extensive background in wide range of customer services, cash and remittance operations, office management and team leadership. A proven track record of building and leading a team to enhance customer service ratings. And effectively managed and easy to adapt to many different responsibilities simultaneously.

CAREER GOAL/ OBJECTIVE

To work in an organization where professionalism and enthusiasm are recognized and opportunities are provided to explore and acquire skills in emerging trends, new talents and ideas and to continuously enhance my knowledge and skills.

SKILLS

1. Cash Handling & Remittance Operations
2. Customer Service Management
3. Team Leadership
4. Office Management
5. Accounting Software (TALLY 9.2.1, PEACHTREE, QUICKBOOKS, TRADE-EASY)
6. Microsoft Office (MS Word, MS Excel & MS Powerpoint)
7. Analytical and comprehensive problem solving skills
8. Dedicated, hardworking and goal oriented
9. Ability to deal with people diplomatically

EDUCATION

1. Bachelor of Commerce (2007) - Calicut University, Kerala, India
2. Higher Secondary School (2004) - Kasaragod, Kerala, India
3. Secondary School (2002) - Kanhangad, Kerala, India

WORK EXPERIENCES

1. Branch Supervisor / Branch Compliance Officer – August 2016 to Present

Company: **REDHA AL ANSARI EXCHANGE – Dubai, United Arab Emirates**

Duties and Responsibilities:

- ✚ Responsible for providing customer service by verifying customer identity and assisted them regarding all account information, inquiries and transactions in a friendly and professional manner.
- ✚ Successfully maintained a zero balancing record, while processing 2,000 monthly transactions.
- ✚ Managed and coached team members on a daily basis.
- ✚ Effectively managed cash vaults and cash forecast within branch limits.
- ✚ Coached, trained and evaluated new hires.
- ✚ Maintained procedural proficiency in all products and services offered at the branch.

- ✚ Trained teller to cross-sell effectively our products and services.
- ✚ Maintained high level knowledge of teller policies as well as AML policies and procedures.

2. **Teller / Cashier** – April 2014 to August 2016

Company: **REDHA AL ANSARI EXCHANGE** – Dubai, United Arab Emirates

Duties and Responsibilities:

- ✚ Customer Relations.
- ✚ Increasing customer volume by providing good service.
- ✚ Cross selling of our products and services
- ✚ Executed customer transactions regarding cash and cheque.
- ✚ Exceeded monthly sales goal.
- ✚ Proficient in using computers.
- ✚ Maintained friendly and professional customer interactions.

3. **Accountant** - December 2010 to December 2013

Company: **MALABAR GOLD & DIAMONDS** – Calicut, Kerala, India.

Website: <https://www.malabargoldanddiamonds.com>

Duties and Responsibilities:

- ✚ Daily petty cash handling
- ✚ Branch wise ledger maintenance
- ✚ Preparing of sales data
- ✚ Daily accounting transaction.
- ✚ Co-ordination of sales orders with Sales Managers.

4. **Sales Executive** – January 2010 to December 2010

Company: **AIRCEL INDIA** (Telecom Service Provider)

Website: <http://www.aircel.com>

Duties and Responsibilities

- ✚ Out Door Sales
- ✚ Taking Orders & Arranging Delivery
- ✚ Payment Collection

5. **Junior Accountant** – July 2008 to December 2009

Company: **INDIAN TRADERS** – Kanhangad, Kerala, India

6. **Trainee Staff** – June 2007 to April 2008

Company: **Jacob & Isaac (Chartered Accountant Services)** - Kanhangad, Kerala, India

Declaration: I hereby swear and attest that all the information on this application are true, complete and made in good faith.

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Name of Applicant