

# ATHUL KISHORE

Utilize my skills to accomplish the organizational goal by enriching my competence and potential.

## EXPERIENCE

### FOREIGN CURRENCY CASHIER

#### LULU INTERNATIONAL EXCHANGE, UAE

05/2022-Present

- Handle foreign currency, remittances, WPS, Utility Payments, Bill payments and other customer transactions as required by the branch.
- Ensures transactions are completed in an efficient manner with a high level of accuracy.
- Act as 'Active Supervisor', in his absence.
- Follow compliance procedures, company policies and abides by all health and safety guidelines as per company standards.
- Exercise due diligence in process related to customer transactions to ensure risk mitigation and adherence to relevant AML procedures and KYC initiative.
- Performs administrative tasks such as filing, generating reports and maintaining mail correspondence.
- Provides services to retail and commercial customers as per ISO standards.
- Maintains a cash float and follows balancing and reconciling procedures; prepares daily 'End of Day' sheet at the close of each business day.
- Open/ close branches as required and ensuring all tasks and checks are completed.

### FRONT LINE ASSOCIATE

#### LULU INTERNATIONAL EXCHANGE, UAE

04/2021-04/2022

- Meet and greet customers/Lobby area, and thank them for their business.
- Actively convert Walk-in customer to Intro-Card holders.
- Educate customers on promotions, offers and special events to enhance product sales.
- Provide support and information to customer, over the counter and by phone.

### ACCOUNTS EXECUTIVE

#### MANAPPURAM FINANCE LTD, KERALA, INDIA

07/2019-02/2021

- Generating actual bank balance from all branches through the help of Fednet online software facility and our main account balance statement.
- Taking premature closing, maturity closing and other bill payments.



[athulkishore143@gmail.com](mailto:athulkishore143@gmail.com)



0563006643



Sharikat, AL Khair  
AL Ain, UAE

## PERSONAL DETAILS

Date of Birth : 13/10/1996  
Gender : Male  
Nationality : Indian  
Marital status : Single

## PASSPORT NO

L6111790

## LICENSE DETAILS

Location : UAE  
License No : 2754029

## LANGUAGES

English  
*Native or Bilingual Proficiency*

Hindi  
*Native or Bilingual Proficiency*

Malayalam  
*Native or Bilingual Proficiency*

Arabic  
*Professional Working Proficiency*

## SKILLS

### COMPUTER SKILLS

- Tally
- Microsoft Word
- Microsoft Excel
- QuickBooks

### PERSONAL SKILLS

- Customer Services
- Foreign Currency Transactions
- Team working ability
- Cash Handling
- Cash Drawers
- Customer Transactions
- Time management
- Cross-sell
- Bank Services
- Dedication
- Leadership
- Problem Solving

## INTERESTS

- Sports
- Photography
- Gaming

## ACADEMIC QUALIFICATIONS

- **B-COM COOPERATION, CALICUT UNIVERSITY**  
NES College, Valapad, Kerala 680567  
*05/2017*
- **PLUS TWO, DHSE**  
National Institute of Open School, Maya College, Valapad, Kerala 680567  
*03/2014*
- **AISSE, CBSE**  
S.N. Vidya Bhavan Senior Secondary School, Chenthrappini, Kerala 680687  
*03/2012*

## TRAINING PROGRAMS

- GST
- Dubai/UAE/GEC VAT

## CERTIFICATIONS

### MASTER ACCOUNTANT PROFESSIONAL

- Tally ACE
- Peachtree, Quick Books (Foreign Account)
- Payroll Management
- Live Project
- MS Office

## PROJECTS

- Financial Statement Analysis of KSE Limited
- Soft Tech Computers (Partnership firm)

## DECLARATION

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

Place:

Date:

**ATHUL KISHORE**