


 Dubai, UAE  
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## EDUCATION

- Graduate in Bachelor Degree of Commerce from Kerala University - 2012

## KEY SKILLS

- Time Management
- Multi-tasking
- Attention-to-detail
- Negotiation
- Conflict Resolution
- Team Work
- Strategic Communications

## IT SKILLS

- MS Office : Excel, Word, Power Point etc.
- MS Outlook
- Working on Tallyerp9, Amigo, Wu, Xpress Money, Himal Remit, IME, IME Global, Intellex
- Handling different types of computers and Digital Skills.

# Vishnu Mohan

## PROFILE

A highly resourceful and dedicated professional with over 5 years of experience in the field of Teller, Sales and Customer Service in divers Audit Executive, Marketing Executive. A rewarding & challenging career in an organization where I can apply my skills that I have acquired throughout my education and my service goal, vision to be a great position with my hard work and honesty. Job opportunity in an organization where I would be able to use my skills for better progress of the company to create an impact in the areas of my specialization and society in general.

## PERSONAL DATA

I am a hardworking, enthusiastic, self-motivated and responsible person with an open mind, dynamic character and good interpersonal communication skills.

## WORK EXPERIENCE

### **REDHA AL ANSARI EXCHANGE - UAE**

**Working as Bank Teller/ Foreign Exchange Cashier from April 2022 to present.**

- Purchase/ Sale of Foreign currency and conversion in Dirham or any other currency at prevailing exchange rate.
- Adhere to AML/CFT policy under the Central bank guidelines.
- Adhere to signed company rules and policy/ procedure.
- Ensure genuineness of currency notes being exchanged.
- Fake notes reported immediately to the manager, who will take necessary steps to report to Central Bank/ Local Police.
- Accept cash from remittance customer as per payment voucher.
- Verify voucher in the system and generate cash receipt voucher.
- Accept cash for salary deposits by WPS customer and make payments for cash payout.
- Tallying of cash as per system and deposit with treasury before end of duty.
- Write report in Logbook about tally, excess, short and system problems, if any.

### **UNIMONI EXCHANGE – W LL Co. Qatar**

**Worked as RETAIL SALES AND BUSINESS SERVICE OFFICER (TELLER), Associate Cashier, Customer care and marketing supervisor for ASIAN corridor from Oct 2015 – Dec 2020.**

- Accurately process customer teller transactions Help customers meet financial goals and FX sale and purchase.
- Provide valuable in-person services as the industry moves to mobile and automated banking solutions.
- Experienced bank teller known for delivering friendly service and personalized attention to all customers. Contribute to achieving branch sales goals by recommending products and services that meet customer needs. Solid knowledge of banking regulations and compliance matters; adhere to security and compliance procedures for protection o cash and other assets.
- Processes inward and outward remittance transactions such as bank transfer like TT (Telegraphic Transfer) SWIFT (Society of Worldwide Interbank Financial Telecommunications), Reconciliation, Reporting.

## TRAINING

- Basics Aml/Ctf Typologies
- Compliance week programs
- Aml oriental program
- Human Trafficking & Smuggling

## LANGUAGES

- English
- Malayalam
- Hindi
- Arab

## HOBBIES

- Travelling
- Playing
- Reading
- Watching Movies

## REFERENCES

- Will be provided upon request.

- Held responsible for accurate balancing of inventories, maintaining cash stock balances, and filing paper work accordingly.
- Ability to complete all day end and procedures and maintain customer files (as needed).
- Assisting team members to troubleshooting with general IT issues.
- Update the knowledge on all product daily remittance currency, rates, MOPP, AML & CTF regulation.
- Dealing with customer care desk.
- Making corporate registration.
- In charge of document fillings.
- Handling customer's complaints and making sure they are attended to at the right time.
- Daily reconciliation of balances of respective branches.

### **CA Vijayan & Associates (Trivandrum, Kerala)**

#### **Worked as Account Assistant/ Audit Executive from Apr 2015-Sep 2015.**

- Preparing financial documents such as invoices, bills and accounts payable & receivable.
- Verifying Bank deposits.
- Prepare monthly bank reconciliation for approval of accounts in charge.
- Checking Purchase and sales vouchers.
- Made recommendations to resolve the compliance audit findings.
- Prepared and managed audits for diverse range of public and private clients across multiple industries.
- Communicated Audit plans to executive management team.
- Systematically reviewed documents and assembled financial statements.
- Processing incoming and outgoing calls.

## **PERSONAL ATTRIBUTES**

- Able to give the best result in pressure situations.
- Excellent in presenting and make people understand.
- Strong perception, leadership and patience full skills.
- Exceptional Communication skills in written and verbal both.
- Attention to details, Friendly team work.

## **DECLARATION**

In the above facts are true and correct to the best of my knowledge. If you could give a chance to work with you, I assure that I will discharge my duties to the entire satisfaction of your organization.

Yours sincerely

Vishnu Mohan