



SREEJIN VAKKAYIL

PROFESSIONAL SUMMARY

Top- Performing, adaptable, responsible and able to provide clear solutions to enhance and sustain customer satisfaction thereby drive business growth.

COMPUTER PROFICIENCY

- WELL VERSED IN MS WORD, EXCEL, POWERPOINT AND OUTLOOK
- GOOD INTERNET PROFICIENCY
- TALLY 9.2

PERSONAL PROFILE

D O B : 01-05-1984
NATIONALITY : INDIAN
MARITAL STATUS : MARRIED
PASSPORT NO : M 6182627

VISA STATUS

VISIT VISA

CONTACT

☎ 0566386280

✉ sreejin115@gmail.com

WORK EXPERIENCE

PITTAPPILLIL AGENCIES ELECTRONICS AND HOME APPLIANCES KERALA
POSITION - BRANCH MANAGER (2022 TO 2023)

Job Responsibilities

- Ensure compliance with company and industry policies and procedures. Responsible for reconciling EOD cash transfers to the HO.
- Increase the overall productivity of the branch by implementing relevant employee training, budgeting effectively, eliminating inefficiencies and capturing growth opportunities.
- Maintain fruitful relationships with current customers and establish good relationships with new ones.
- Develop and oversee sales and marketing strategies.
- Manage daily operations, especially customer service and finance activities, and make improvements as needed.

SAJWANI EXCHANGE DUBAI UAE
POSITION - BRANCH IN CHARGE (2019 TO 2021)

Job Responsibilities

- Investigate notes to determine genuine from counterfeit, reconcile transactions and ensure that all posting was done without any fatal or non-fatal errors.
- Responsible for reconciling EOD cash transfers to the HO.
- Ensure that all processes and transactions on day-to-day activities will adhere to the AML policies, UAE Central bank regulations and other policies of the exchange.
- Quote unit exchange rates, following daily international rate sheets or computer displays.
- Maintains customer confidence and protects exchange operations by keeping information confidential.
- Handling customer queries with different demographics related to products and services.
- Ensure that all processes and transactions on day-to-day activities will adhere to the AML policies, UAE Central bank regulations and other policies of the exchange.
- Assisting the manager in strategic formulation of plans for achieving the Quarter and Annual targets.
- Creation of Shift Rosters for the daily shifts.
- Contributes to team effort by accomplishing related results as needed.
- Encourage staff to achieve all set daily and monthly targets.

AL ZAMAN EXCHANGE WLL DOHA, QATAR
POSITION - TELLER/BRANCH SUPERVISOR (2013 TO 2018)

Job Responsibilities

- Executed customer transactions regarding bank, cash and money exchange.
- Cash handling and tallying.
- Attended AML/CFT Training workshop and Awareness of Central Bank Rules and Regulations.
- Preparation of monthly business reports.
- Email drafting and handling of customer complaints.
- Trained new employees regarding money exchange procedures and cash drawer handling.
- Preparation and authorization of swift transactions and IBAN transactions.
- Tallying all products including bank and cash products before day end closing.
- Sending reports to accounts department.
- Tallying all international exchange currencies.

INDIGO ENGINEERING WLL QATAR
POSITION - ADMINISTRATIVE ASSISTANT (2011 TO 2013)

Job Responsibilities

- Front Office Management
- Telephonic Conversation with Clients and Suppliers
- Document Controlling and payment follow up
- Preparation of local purchase orders and Quotations
- Preparation of Petty Cash Payments
- Preparing Monthly Sales Reports
- Billing and Settlement of Customers
- Daily scheduling of members of executive level team
- Letter Drafting

JOY ALUKKAS INDIA PVT LTD KERALA
POSITION - SALES AND ACCOUNTS FROM FEB (2008 TO 2011)

Job Responsibilities

- Performing Accounts in both Receipts and Payments
- Handling Payroll
- Managing Cash Counter
- Preparing Monthly Reports
- Petty Cash Payment
- Generating Sales
- Maintaining good relationship with customer
- Achieving Monthly Targets
- Providing Good Service to customers
- Team management

EDUCATION

Bachelor of Commerce [B.com with Co-operation] Calicut University Kerala 2002-2005

Higher Secondary Education Science Group Government of Kerala 1999-2001

Secondary School of Leaving Certificate Government of Kerala 1999

LANGUAGES

English, Hindi, Malayalam and Tamil (spoken and written)

DECLARATION

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

SREEJIN VAKKAYIL