

## Curriculum Vitae



### **Sibi Thomas**

Flat No J 16215

ADNOC Housing Complex

Ruwais

Abu Dhabi

United Arab Emirates

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**Career Objective:** To secure a suitable position in a reputed organization where I can utilize my educational and professional skills thereby achieving Organizational and professional growth.

### **Personal Profile:**

Name	:	Sibi Thomas
Sex	:	Male
Marital Status	:	Married
Nationality	:	Indian
Date of Birth	:	30-05-1972
Languages known	:	English, Hindi & Malayalam
Driving License	:	Holding valid UAE driving license (Automatic)
VISA Status	:	Dependent 10 years Golden Visa
Permanent Address	:	Erattolil House, Kozhencherry East P.O. Pathanamthitta Dist., Kerala, India.

Present Address : Flat No. J 16215, ADNOC Housing Complex, Ruwais, Abu Dhabi.

### **Qualifications:**

#### **Academic**

Bachelor of Commerce (B.Com.) from Mahatma Gandhi University, Kerala, India

#### **Technical**

Diploma in Computer Applications  
(Windows, MS-Office, Accounting Packages – Tally & Dac Easy)  
From Abacus Computer Academy, Kozhencherry, Kerala, India.

### **Job Profile:**

1. **Organization : UAE Exchange Centre LLC, Abu Dhabi**  
**Position : Branch Operations Supervisor**  
**Duration : From 01 December 2014 to 15 Jan 2021**

UAE Exchange is one of the leading exchange center in UAE having 693 direct offices globally out of those 123 branches located in UAE.

### **Job responsibilities**

1. Supervise all the branch operation activities and directly reporting to Branch Head.
2. Lead a team of cashiers / tellers and supervising and monitoring their activities.
3. Giving proper instructions and guidance to the team members to reduce the TAT (turn around time) to perform the transactions.
4. Performing surprise cash verification of cashiers.
5. Supervise the day end closing of all the cashier activities
6. Preparing various daily and monthly reports and sending to concerned departments / officials on a daily and monthly basis.
7. Answering the AML enquiries receiving from AML Department and partner banks with all the documents as per their request as soon as possible.
8. Monitoring and verifying all the transactions on a daily basis are performed as per the guidelines and AML policy of the company as well as the UAE Central Bank.
9. Sending STR to AML department as and when such incidents happened.
10. Sharing the changes and updates in AML policies and practices to all team members.
11. Handling customer complaints and trying to find a suitable solution.

12. Handling high profile customers in the branch and assisting them to complete their transactions.
13. Attending various trainings (AML, HR, Accounts, Operations etc.) arranged by the company
14. Worked as Branch in Charge when the Branch Head was on leave.

2. **Organization** : UAE Exchange Centre LLC, Abu Dhabi  
**Position** : Cashier / Teller  
**Duration** : From 06 December 2008 to 30 November 2014

1. Processing remittance transactions, bills payments transactions etc. as per the request of customer
2. Accepting cash against transactions from customer
3. Buying and selling of foreign currencies at the counter
4. Selling of allied products such as National Bonds, pre-paid travel card etc. to the customers
5. Assigned in corporate desk for doing corporate transactions

3. **Organization** : Mouwasat Hospital, Qatif, Kingdom of Saudi Arabia.  
(Formerly known as Gulf Specialist Hospital)  
**Position** : Human Resource Coordinator  
**Duration** : 27<sup>th</sup> March 2004 to 11 June 2008

Mouwasat Hospital is one of the leading private sector hospitals (JCI – Joint Commission International Accredited hospital) in the Kingdom of Saudi Arabia. They have six hospitals in Kingdom. This is a 150 bedded hospital offering high level standard of medical, surgical and nursing care supported with modern facilities and equipments.

### **Job responsibilities**

- a. Updating manpower database through OASIS computer program.
- b. Updating salaries and allowances of all staff in OASIS system for processing monthly payroll.
- c. Preparing and checking daily and monthly attendance details of the employees through Electronic Time Attendance (Finger Print) System.
- d. Checking and verifying Overtime claims receiving from various departments with the Electronic Time Attendance (Finger Print) System reports and forwarding to Finance Department for payment.
- e. Preparing the Vacation Benefits and End of Service Benefits (Service Award) for employees.

- f. Preparing yearly manpower budgeting and planning as per the instruction from Corporate Office and forwarding for final approval to the corporate office.
- g. Assisting the processing of new arrivals.
- h. Coordinating with Government Relation Officers for VISA renewal, License renewal of medical staff and for obtaining Exit and Exit – Re entry VISA.

4.                   **Organization**                   :                   **Mini Muthoottu Mutual Funds Ltd.,  
Kozhencherry, Kerala, India.**

**Position**                                   :                   **Audit Assistant**

**Duration**                                   :                   **05 January 2002 to 22 March 2004**

Mini Muthoottu Mutual Funds is one of the leading No Banking Financial Institution in Kerala having around 2000 branches located in various parts of India.

**Job Responsibilities**

- a. Assistance to the Chief Internal Auditor for Branch Auditing and inspection of all books of accounts.
- b. Verifying the weight and purity of the gold stock in the branch received from customers against loan.
- c. Checking the deposits received, interest paid and gold loan granted to the customers are as per the guidelines and policy of the company.

5.                   **Organization**                   :                   **Golden Waters Resort, Kumarakom,  
Kottayam, India.**

**Position**                                   :                   **Accounts Assistant**

**Duration**                                   :                   **30 April 2001 to 29 November 2001**

Golden Waters Resort is a Bangalore based Luxury Resort having 28 cottages with Five Star facility.

**Job Responsibilities**

- a. Receiving Cash from main reception and arranging to deposit to company's bank account on a daily basis.
- b. Preparation of Cash Book, General Ledger and dealing with banks.
- c. Annual and half yearly Physical Stock Taking and reconciliation with computer figures.

6.                   **Organization**                   :                   **High – Tec Networking Solutions Pvt. Ltd.,  
Bangalore, India.**

**Position**                                   :                   **Accounts cum Administrative Assistant**

**Duration**                                   :                   **01 July 2000 to 26 April 2001.**

High – Tec Networking Solution is a Bangalore based computer networking company engaged in Networking training and solutions.

### **Job Responsibilities**

- a. Handling and keeping of Cash Book General Ledger etc in a fully computerized facility
- b. Assisting the Chief Accountant for finalization of accounts
- c. Assistance in the Administrative Section – Preparing monthly attendance details of all employees, updating the manpower database, preparing service benefits of employees, preparing Payroll for all employees, maintaining personnel files and other important documents for employees.

7.	Organization	:	Mini Muthoottu Mutual Funds Ltd., Kozhencherry, Kerala, India.
	Position	:	Accountant
	Duration	:	01 March 1997 to 17 June 2000

Mini Muthoottu Mutual Funds is one of the leading Non Banking Financial Institution in Kerala having around 2000 branches located in various parts of India.

### **Job Responsibilities**

- Handling cash in the cash counter working as a cashier on a rotation basis
- Dealing with customers in the counter for accepting deposits, interest payment and gold loan.
- Handling and Keeping of Cash Book, General Ledger
- Assisting the Chief Accountant for finalization of account

## DECLARATION

I do hereby declare that all the above information is true and accurate to the best of my knowledge, belief and understanding.

Place : Abu Dhabi

Date : November 29, 2023

# Sibi Thomas