

CURRICULAM VITAE

SATHEESH KUMAR POONTHODAN VEETIL

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CAREER OBJECTIVE:

Professionalism in the job, continuous updating of knowledge, build-up skills & attitudes and to employ in a focused way towards personal growth and for the development of the organization is my foremost career objective.

I am looking for Managerial/Senior Finance position in a challenging environment where I can contribute to organizations profitability and stability through application of my acquired knowledge and experience.

I assure you that I will give my best and work to my full potential so that I can contribute as much as I can towards the growth and welfare of this great organization.

PERSONAL SKILLS:

- Achievement-oriented, diligent, and committed professional with more than 10 years of experience in all phases of human resource, recruitment management & administration.
- A keen planner, strategist and implementer with proven success in devising & effectuating policies aimed at ensuring smooth running of HR operations and execution of administrative tasks.
- Skilled in handling large workforces, maintaining peaceful & amicable work environment in the organisation and in initiating measures for the benefit of people in the organisation.
- An enterprising leader with excellent credibility & integrity that leaves long lasting business relationships with decision makers, recruiters and employees.
- A highly motivated professional who excels in high-pressure situations and risk management.
- Strong skills in time management, prioritizing tasks & meeting deadlines.
- Team player with high degree of commitment to organization and individuals.
- Demonstrated ability in formulating and implementing policy and procedures-set standards.
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ACADEMIC BACKGROUND:

- ✓ Graduation in Business Administration, Under Albedo School of Business Management
- ✓ Diploma in Computer Application, from NIEST Computer Education Under National Institute of Education & Software Technology
- ✓ Certification Course on Visual Foxpro from Mahur Vihar Computer Centre Under Delhi Institute of Computer Education
- ✓ SSLC (Under Kerala State Board Examination, Govt of Kerala, India)

PERSONAL INFORMATIONS:

- Nationality: Indian
- Date Of Birth: 21st March 1982
- Father's Name: Narayanan K
- Religion: Hindu
- Marital Status: Married
- Hobbies: Listening to music, Watching movies, Travelling, Collecting of foreign currencies & coins.
- Visa Status: UAE Resident
- Passport No.: T 3929290 (valid up to 05.03.2029)

LANGUAGES KNOWN:

- ✓ ENGLISH ✓ HINDI ✓ MALAYALAM ✓ TAMIL

EXPERIENCE SUMMARY:

Al Razouki Int'l Exchange Dubai – UAE Since February 2006

Al Razouki Exchange, a leading exchange company in UAE and managed by Canara Bank (Govt of India Undertaking) with its presence since 1981 offering world class financial services and One Stop Remittance and Currency Exchange Supermarket in the UAE.

I have started my career in 2014 in the company as Teller and later I promoted as Chief Teller, Senior Officer in 2021 and now I am working as Senior Officer Cum Asst. Manager at DIP 2 branch.

JOB PROFILE:

Personal Strength:

- ❖ Positive, honest, responsible, sincere and hardworking person, with pleasant and friendly personality.
- ❖ Develop and maintain a good rapport with internal and external customers.
- ❖ With confident, self-motivated, and has ability to interact clients.

KEY RESPONSIBILITIES AS SENIOR OFFICER:

- ✓ Responsible for achievement of targets set for the branch.
- ✓ Supervising all the operations aspects including branch operations, customer service, human resources (staff roster), administration and sales.
- ✓ Managing the Teller function in the branch to ensure the delivery of quality service to customers.
- ✓ Adhere to high ethical standards, comply with all regulations from CBUAE and Internal Manuals / Policies from Head Office.
- ✓ Supervise the work of FLA's and provide feedback and counsel to improve efficiency and effectiveness.
- ✓ Premises management in areas of merchandising, housekeeping as well as store management. Branch upkeep and maintenance.
- ✓ Tallying the safe depositing of physical cash in the branch.
- ✓ Managing and overseeing the daily operations of the accounting department such as accounts payable / receivable, cash receipts general ledger, payroll and utilities.
- ✓ Involved in understanding and analyzing business, functional and Technical requirements of project.
- ✓ Acquired business knowledge from the Clients through direct trainings.
- ✓ Analyze the functionalities of documented tool and verifying whether the functionalities are working as designed.
- ✓ Contribute maximum effort for the qualitative results □ Preparing daily and weekly status reports.
- ✓ Conducting trainings to the new joiners.
- ✓ Motivate and Lead finance team members by providing helpful feedback.
- ✓ Ensuring that all the transactions are properly recorded and filed.
- ✓ Improve systems and procedures and initiate corrective actions.
- ✓ Summarize financial status by collecting information's.
- ✓ Update financial data in the data base to ensure that information will be accurate and immediately available.
- ✓ Reviewing of journal entries to ensure all the transactions are recorded.
- ✓ Prepare and submit daily and monthly reports.
- ✓ Provide recommendation in relation to the identification of new business opportunity.
- ✓ Reviewing of internal reports on daily basis and also helps to prevent errors in data collections and calculations.
- ✓ Establish and maintain effective and appropriate relationships with clients.
- ✓ Prepare and submit the payroll reports to the HR.
- ✓ Ensure that the correct and timely payment of salaries to the employees □ Co-ordinate with HR and ensure full and final settlement of the staff.
- ✓ Accomplishes accounting and organization mission by completing related results as needed.
- ✓ Protects organization's value by keeping information confidential.

CUSTOMER SERVICES:

- ✓ To suggest customers in selecting product/services suitable for their needs. Upgrade, update regular changes to customer's account information and maintain customer database record.
- ✓ To assist the customers in banking, finance activities, opening of new accounts of various banks of India and informing the customers through telephone/virtual environment & solving the problems if any.
- ✓ Informing over phone/by way of emails/direct contact with the companies/customers and updating the rates and monitoring remittance & following up with corporate customers to improve the business.
- ✓ Self correspondence with customers, banks through email and other communication mode.

BACK OFFICE SUPPORT AS ACCOUNTANT:

- ✓ Daily and monthly reconciliation of entire money products, local and foreign banks.
- ✓ Preparation of funding requests to treasury department and monitoring of effective funds management and utilization.
- ✓ Preparation of settlement reports.
- ✓ Calculation and distribution of forex gain amongst the branches.
- ✓ Co-ordination with various banks/ agents within Al Razouki panel.
- ✓ Establishing, maintaining and coordination for the implementation of accounting control procedures.
- ✓ Analyzing, tracking and reviewing monthly expenditures VS budget and perform critical analysis of fluctuations.
- ✓ Monitoring of system generated reports for accuracy and completeness.
- ✓ Assisting junior officers in maintaining books of accounts and General Ledger.
- ✓ Working in hand with Internal and External Auditor.
- ✓ Preparing MIS reports including Branches performance, Employees performance reports for the management.
- ✓ Provide suggestions and recommendations to the higher management when needed.
- ✓ Branch auditing - Stock inventory and physical verification of cash & security items.
- ✓ Uploading of remittances files to concerned Banks.
- ✓ Review and answer correspondence; File correspondence & other records.
- ✓ Responsible for handling queries, incoming and outgoing calls, faxes and mails and prioritizing all incoming information.
- ✓ Forwarding necessary documents to PRO for applying & renewing visa for employees.
- ✓ Maintained safe custody of Passports.
- ✓ Maintaining & updating of records of Visa, Labor card, details of all employees.
- ✓ Receive & Process of employees' leave applications and other matters.
- ✓ Calculating end of benefits for employees.
- ✓ Ensuring stock of stationary and office supplies at all times.
- ✓ To correspond with various Banks regarding customer complaints.
- ✓ Branch auditing - Stock inventory and physical verification of cash & security items.
- ✓ Preparing Audit reports and Attending Auditors.

OPERATIONS / RISK MANAGEMENT:

- ✓ Responsible for reconciliation of all accounts payables, general ledgers, inter-company and bank statements.
- ✓ Managing cash position through periodic review of cash flow statement, payment scheduling and optimum utilization of credit facilities.
- ✓ Ensuring that inter company accounts are reconciled every month and discrepancies are rectified.
- ✓ Liaising with statutory auditors for timely completion of audits as well as implementation of audit observation.
- ✓ Liaise & assist with internal & external auditors; implement recommendations if any.
- ✓ Ensure General/Subsidiary Ledger entries are accurate and are in line with Company Procedures & Policies.
- ✓ Monitor, ensure and verifying the supporting documents are collected from the individual/corporate customers based on the guidelines of Central Bank of UAE and Company's AML policies and procedures applies to all currency and remittance/money products.
- ✓ Daily physical cash Management and proper checking of foreign currencies.
- ✓ Training to newly appointed staffs and assist the cashiers in case of requirement.

WPS SALARY PROCESSING SYSTEM:

- ✓ Creation of SIF file and processing salaries for the employees of various companies registered under WPS-FTS UAE system, bank remittance, cheque deposits.
- ✓ To improve revenue of our branch, marketing all our products aggressively at the branch, outside the branch with best customer service.
- ✓ Informing over phone/by way of emails/direct contact with the customers regarding our new products My Salary Card, Cash against Credit Card and Corporate TT etc.
- ✓ Reactivation of WPS accounts – contact all the Inactive WPS companies over phone and took initiative for reactivation of the accounts & guiding them properly regarding UAE Labour Rules/to release the Blockage of the Company.
- ✓ Providing innovative solutions that help employers safeguard their own interests and reduce the time and effort needed to pay worker's wages & reiterating commitment to protect worker's wages.
- ✓ Taking protective and proactive measures to reduce labour disputes pertaining to wages.
- ✓ Cash replenishment in the ATM, reconciliation of the accounts, tallying the physical cash kept in ATM with the ledger/stock report, reviewing the transactions done through ATM and passing necessary entries in accounts.
- ✓ Generating the report for captured ATM cards (Razouki's My Salary Card / C3 Master Card), switch claim issues, technical issues and reporting to concerned authorities to solve the issues.
- ✓ Created top-performing team to achieve and surpass company goals and objectives.

PERMANENT ADDRESS:

Kanhirangadan House,
H.No. 488/3/463, Alakkode Panchayat
Chittadi Post,
Kannur District, Kerala, India

ACHIEVEMENTS:

- ✓ Appreciation letter from General Manager - Al-Razouki Int'l Exchange for my best performance.

DECLARATION:

In view of the above particulars, I declare that all the above informations given are true to the best of my knowledge and belief. Hoping for your favorable consideration and give me an opportunity to work under your administration. I assure you that I will perform my duties honestly to the entire satisfaction of all concerned.

SATHEESH KUMAR P V