



HARILAL AYYASWAMI

Experienced professional with 8 years of comprehensive expertise in the UAE, specializing in managing operations, compliance, cash handling, and delivering exceptional customer service. Proven track record in roles such as Assistant Branch Supervisor and Senior Cashier, demonstrating adeptness in overseeing daily branch activities, ensuring regulatory compliance, and optimizing cash management processes. Skilled in team leadership, regulatory compliance, and optimizing processes for organizational success.

SKILLS

Team Work

Work Ethic

Communication

Leadership

Organization skills

Time Management

Interpersonal ability

Detail Oriented

Punctual

Quick Learner

Hardworking

Analytic Skills

WORK EXPERIENCE

ACCOUNTS CUM ADMIN EXECUTIVE | 10 Jul 2023 - 10 Apr 2024
SEASON COIR EXPORTS, CHINGOLI

ASSISTANT BRANCH SUPERVISOR | Jun 2022 - Jun 2023
GCC EXCHANGE LLC, ROLLA

SENIOR CASHIER | Jun 2015 - Jun 2022
GCC EXCHANGE LLC, AJMAN

DUTIES AND RESPONSIBILITIES

Accounts Cum Admin Executive

Responsibilities included managing accounts payable and receivable, ensuring accuracy and timeliness in financial transactions. Administrative duties encompassed coordinating office operations, managing correspondence, and facilitating communication between departments. The role demanded meticulous attention to detail, strong organizational skills, and the ability to multitask effectively in a fast-paced environment.

Assistant Branch Supervisor

Efficiently manage daily branch operations, ensuring strict adherence to safety protocols and regulatory guidelines mandated by the Central Bank of the UAE and internal Anti-Money Laundering policies. Monitor FOREX market, negotiate deals, and communicate updated rates to HNIs. Set monthly targets, oversee personnel, and ensure compliance with Wage Protection System (WPS) for multiple companies. Monitor branch transactions for irregularities, promptly reporting findings to the Chief Compliance Officer.

Senior Cashier

Proficiently executing purchase and sale transactions of foreign currencies, conversions into Dirham or other desired currencies were conducted at prevailing rates. Seamless management of cash flow across all cashier operations was ensured. Handling WPS (Wage Protection System) salary disbursements for diverse corporate entities was a key responsibility. Engaging in currency dealing involved maintaining a focus on competitive yet profitable margins for customers. Comprehensive day-end reports were prepared meticulously, and cash books were maintained diligently. Valuable assistance was provided to customers in opening NRE (Non-Resident External) and NRO (Non-Resident Ordinary) Accounts.

CONTACT INFORMATION

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harilal.jsph@gmail.com

Alappuzha, Kerala, India

EDUCATION

BACHELOR OF BUSINESS ADMINISTRATION | 2013

- Madurai Kamaraj University
Palkalai Nagar, Madurai

HIGHER SECONDARY | 2008

- Mahakoshal Board of
Secondary Education,
Jabalpur

SSLC | 2006

- Board of Public Examination,
Kerala, India

TRAINING & ADDITIONAL COURSE

- UniCore (GCC Core System)
- Systemic Money Exchange (SYMEX)
- WPS (Wages Protection System)
- MoneyGram
- Transfast
- GCC Remit
- Instant Cash
- Xpress Money
- Western Union
- Ezetop

COMPUTER PROFICIENCY

MS Word ★★★★★

MS Excel ★★★★★

Internet & E- Mail ★★★★★

LANGUAGES

| | | |
|-----------|-------------|-------|
| English | <div></div> | 100 % |
| Malayalam | <div></div> | 100 % |
| Hindi | <div></div> | 100 % |
| Tamil | <div></div> | 100 % |

PERSONAL DOSSIER

| | |
|----------------|--------------|
| Gender | : Male |
| Date of Birth | : 16/02/1991 |
| Nationality | : Indian |
| Marital Status | : Married |

PASSPORT DETAILS

| | |
|----------------|-----------------|
| Passport No. | : Y9566864 |
| Date of Issue | : 04/10/2023 |
| Date of Expiry | : 03/10/2033 |
| Place of Issue | : Cochin, India |

INTERESTS

| | | |
|---|--|--|
|  |  |  |
| Music | Travelling | Sports |

PROFESSIONAL SKILLS

- Financial Management
- Budgeting
- Accounts Payable
- Accounts Receivable
- General Ledger
- Compliance Management
- Cash Handling
- Customer Service Excellence
- Assistant Branch Supervisor
- Senior Cashier
- Regulatory Compliance
- Risk Management
- Financial Services
- Calendar Management
- Travel Coordination
- Payroll Processing
- Vendor Management
- Invoice Processing
- Financial Reporting
- Expense Management
- Auditing
- Taxation
- Payroll Processing
- Process Improvement
- Audit and Control
- Banking Operations
- Transaction Monitoring
- Financial Reporting
- Client Relationship Management
- Retail Banking
- Office Management
- Meeting Coordination
- Document Management
- Cash Flow Management
- Bank Reconciliation
- Administrative Support

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

HARILAL AYYASWAMI