



## AKHIL SIVASANKARAN

### CONTACT

✉ [csakhil92@gmail.com](mailto:csakhil92@gmail.com)

☎ +971 528403022 (UAE)

📍 Abu Dhabi, UAE

### ACADEMIC CREDENTIALS

- **BACHELOR OF COMMERCE**  
Calicut University
- **HIGHER SECONDARY**  
Board of Higher Secondary Examination,  
Kerala, India
- **SSLC**  
Board of Public Examination, Kerala,  
India

### PROFESSIONAL SKILLS

- Cash Management
- Forex Management
- Receipts and Payments
- Credit Control Management
- Sales Invoices and Purchase Invoices of  
Tickets
- Bank Statement Reconciliation and  
Supplier Statement
- Reconciliation
- Accounting packages of iboss (online),  
Iboss Forex (online) and Tally ERP9
- Branch Incharge
- Financial Analysis
- Risk Management
- Cost Control
- Audit Preparation
- Client Relationship Management

### PROFILE SUMMARY

Dedicated and results-oriented Finance and Banking professional with a solid track record of 8 years in the foreign exchange industry. Skilled analyst with a keen eye for detail and a strong aptitude for organization and communication. Committed to achieving results and contributing to the success of financial institutions through a deep understanding of the intricacies of foreign exchange and a relentless pursuit of excellence.

### EMPLOYMENT CHRONICLE

#### AL JAZIRA EXCHANGE, ABU DHABI 2020 – Present

##### AML Analyst/ Compliance

- Ensure all transactions are in compliance with financial regulations.
- Conduct due diligence on suspicious accounts.
- Monitor transactions for suspicious trends.
- Report activity to other employers.
- Oversee a database of financial transactions.
- Analyze financial documents and statements to identify any suspicious patterns that have occurred or may occur in the future
- Reviews the internal rules and processes to prevent financial crimes
- Perform enhanced due diligence (EDD) reviews of all assigned high risk customers.

##### REMITTANCE OFFICER AND FOREX EXECUTIVE | BRANCH SUPERVISOR

#### AL JAZIRA EXCHANGE, ABU DHABI, UAE [DUBAI AND SHARJAH]

- Oversee and supervise the daily operations of the remittance department and the foreign exchange division.
- Managing daily stock positions and conducting weekly reconciliations between physical and logical stock records.
- Ensuring that payments are correctly debited to the appropriate accounts.
- Executing regulatory tasks with professionalism and adherence to relevant guidelines.
- Analysing and prioritizing business requirements to ensure timely delivery to customers.
- Providing management with consistent and precise information.
- Handling confidential matters and day-to-day activities as assigned.
- Enhancing the accuracy of target forecast predictions.

## COMPUTER PROFICIENCY

MS Office	★★★★★
Tally ERP 9	★★★★★
Casmex	★★★★★
Internet & Email	★★★★★

## PASSPORT DETAILS

Passport Number	: Y8491688
Date of Issue	: 29-12-2023
Date of Expiry	: 28-12-2033
Place of Issue	: Abu Dhabi

## LANGUAGE KNOWN

English	<div><div></div></div> 95%
Hindi	<div><div></div></div> 90%
Malayalam	<div><div></div></div> 100%
Tamil	<div><div></div></div> 70%

## INTERESTS

		
Music	Social Work	Reading

## ACCOUNTANT AND FOREX EXECUTIVE | 2014 – 2019 AKBAR TRAVELS OF INDIA PVT. LTD

- Managed the preparation of accounts and tax returns.
- Monitored and controlled spending against budget allocations.
- Conducted financial audits and analysed financial performance.
- Engaged in financial forecasting and performed risk assessments.
- Provided recommendations and guidance on cost reduction strategies and profit enhancement.
- Compiled and delivered comprehensive financial and budget reports.
- Ensured that financial statements and records were fully compliant with applicable laws and regulations.
- Kept accounting books & systems consistently up to date.

## PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach skills include patience, attentiveness, and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT** - Management skills to direct others and review others performance.

## PERSONAL DOSSIER

Gender	: Male
Date of Birth	: 11-01-1992
Nationality	: Indian
Marital Status	: Single

## DECLARATION

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

**AKHIL SIVASANKARAN**