



ASHIK THALAKKAL

CAMS

CONTACT

+971 545179727

ashiq1225@gmail.com

Musaffah, Abu Dhabi, UAE

ACADEMIC CREDENTIALS

MBA | 2019

- Mangalore University

B. Com | 2017

- Kannur university

HIGHER SECONDARY

- Board of Higher Secondary Examination, Kerala, India

SSLC

- Board of Public Examination, Kerala, India

COMPUTER PROFICIENCY

MS Office ★ ★ ★ ★ ★

Basic Operation ★ ★ ★ ★ ★

Internet & Email ★ ★ ★ ★ ★

LANGUAGES KNOWN

English 100 %

Malayalam 100 %

Hindi 85 %

Tamil 85 %

PERSONAL DOSSIER

Gender : Male
Date of Birth : 01-11-1995
Nationality : Indian
Marital Status : Married
Driving License : UAE & Indian
Visa Status : Employment Visa

PROFILE SUMMARY

Detail-oriented Branch Due Diligence Officer with Certified Anti-Money Laundering Specialist Certification (ACAMS). Expertise in regulatory compliance, and exceptional customer service. Meticulous record-keeper excelling in reconciliation, reporting, and audit support for seamless operations.

KEY SKILLS

Team Work

Work Ethic

Analytical Skills

Relationship Management

Decision-making

Marketing & Sales

Customer Service

Problem Solving Ability

Hardworking

Positive Attitude

Honesty

EMPLOYMENT CHRONICLE

BRANCH DUE DILIGENCE OFFICER | 2021 – Present

AL FARDAN EXCHANGE LLC, ABUDHABI, UAE

KEY RESPONSIBILITIES

- Oversee branch compliance and verification procedures.
- Manage both inward and outward remittances.
- Facilitate the purchase and sale of foreign currencies.
- Execute salary disbursement under the Wages Protection System (WPS).
- Drive new business growth by presenting direct and third-party products to customers.
- Address customer queries and complaints, referring them to the relevant internal resources for resolution.
- Implement effective customer service strategies to enhance satisfaction and loyalty.
- Monitor and ensure adherence to regulatory guidelines and standards.
- Streamline processes to enhance efficiency in compliance and remittance operations.
- Foster a customer-centric approach in all dealings to build strong relationships.

ADMIN CUM ACCOUNTANT | Dec 2019 - Jan 2021

ADCO ADVERTISING

KEY RESPONSIBILITIES

- Administered accounts payable and receivable functions.
- Oversaw petty cash management & supervised reimbursement procedures.
- Produced bank reconciliation statements to ensure financial accuracy.
- Documented daily journal entries and maintained balanced books of accounts.
- Compiled weekly and monthly reports, encompassing profit and loss statements, balance sheets, and comprehensive debtor and creditor details.

DECLARATION

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

ASHIK THALAKKAL