



SHAYAR KARUMAROT

ADMIN EXECUTIVE

CONTACT

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Dubai, UAE

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EDUCATION

2014 - 2016

BHARATHIAR UNIVERSITY

- Master of International Business
- Logistics, Documentation

2011 - 2014

UNIVERSITY OF CALICUT

- Bachelor of Commerce
- Accounting, Business Management

SKILLS

- Accounting and Bookkeeping.
- Documentation.
- Cash Handling and Funding.
- Petty cash book.
- Data Collection.
- Compliance.
- Tracking and Update.
- Convey Product knowledge to the customer.
- handling dealers and Merchandisers.
- Creating schedule and Memos
- Investigating the problem and finding the right path to sort it out.

PROFILE

I am a seasoned professional with a diverse career background in administration, coordination, and finance, having held roles such as Front Office Associate and Foreign Exchange Cashier. My core skills include managing administrative operations, overseeing financial transactions, and enhancing team productivity. I am seeking opportunities to leverage my expertise in international business and finance. My experience with specific tools and technologies in finance and administration further underscores my proficiency in the field.

WORK EXPERIENCE

HASHTAG THE GENTS SHOPPE.

2022 - 2024

ADMIN AND COORDINATOR

- Managed operations, achieving ₹80,000+ monthly turnover, and led the wholesale unit for Mac Mille.
- Supervised and trained staff, optimized working capital, and streamlined purchasing to boost efficiency and growth.
- Ensured quality procurement, inventory management, and team collaboration for sustained business success

LULU INTERNATIONAL EXCHANGE LLC.

2018- 2021

FOREIGN CURRENCY CASHIER

- Skilled in handling 20+ foreign currencies, daily KYC registrations, and EDD/CDD for high-value clients.
- Skilled in AML-compliant transactions, cash liquidity forecasting, and currency management.
- Experienced in customer service for 40+ clients daily and training junior staff.

PREMIERE ALUMINIUM LADDER LTD.

2016 - 2018

ASSISTANT ACCOUNTANT

- 6+ ladders and 10+ Kilo gram curtain pipes are selling in a day
- Daily job objectives are cash payment and receive, tracking loading and unloading, stock checks, and Price variations.
- Supervising and educating the only labour about the products and services.
- Weekly stock check and warehouse clearance.

COMPUTER PROFICIENCY

- MS Office
- Manager (Accounts online)
- MyPay Portal (WPS)
- OS - Linux and Windows
- Western Union
- Transfast
- YOM (Remittance, Forex)
- Canva
- Adobe Illustrator (Basic)
- Adobe Photoshop (Basic)

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil

PERSONAL INFORMATION

Gender:	Male
Date of Birth:	23 .09.1993
Marital status:	Married
Nationality:	Indian
Visa Type:	Visit Visa

ACHIEVEMENTS

- Performer of the month won by 2 times. (Highest profit margin including remittance, Forex and WPS for the region)
- Gold card centurion 3 times. (Sold 100+ gold cards to customers in a month)
- Forex Person of the Day 2 time. (1000+ profit margin in foreign currency in a day)

CERTIFICATIONS

- AML/CFT certification course. JUNE 2019
- Certification for AMLCFT and Due Diligence with special reference to AML regulations from FERG. OCTOBER 2018
- International Logistics Management from EXIM academy. FEBRUARY 2016
- Supply chain management from MaxValue. NOVEMBER 2015
- Udmey French for Beginners: Level 1.
- Udmey Operations Management
- Business Analysis Foundation from LinkedIn

PROJECTS AND INTERNSHIP PROGRAM

Operation Performance and Service Quality of Cochin Sea Port Dr NGP Arts and Science College TN, India	2015- 2016
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A Study on the Distribution Channels of Aluminium Company Jamia Nadwiyya Arts and Science College KL, India	2014
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VOLUNTEER WORKS

Exotica Dr NGP Arts and Science College TN, India	2015
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Rain Football Tournament Phoenix Arts and Sports Club. KL India	2011
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DECLARATION

I hereby declare that the above-mentioned information is correct to the best of my knowledge and belief.

SHAYAR KARUMAROT