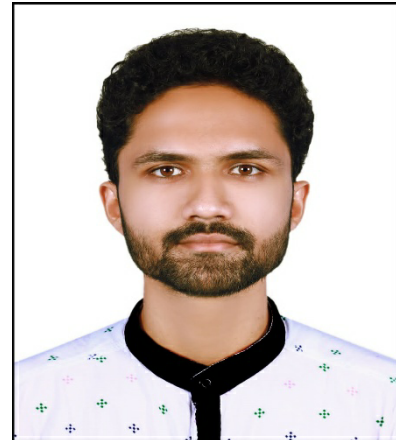


# JEENSHA SATHAR

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Thrissur, Kerala.  
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## Professional Objective

Seeking a challenging career position with a dynamic organization offering long-term opportunities for professional growth with recognition of dedication, drive and superior performance.

### Experience Summary

BRANCH COMPLIANCE OFFICER AT CITY EXCHANGE ABUDHABI SINCE MAY 2018

2 YEARS EXPERIENCE AS **JUNIOR AUDITOR** IN A REPUTED CHARTERED ACCOUNTANTS FIRM.

3 YEARS EXPERIENCE AS ACCOUNTANT IN A MULTI-CUISINE AC RESTAURANT

### Professional Experience

**CITY EXCHANGE ABUDHABI**  
**[Since May 2018]**

#### Responsibilities

- Ensured quality of service by counting currency and walking customer through each transaction, no matter how high or low in financial amount.
- Resolve queries on call or e-mail.
- Performing other job-related duties as assigned by Manager.
- Achieve self and team targets.
- Provide positive work environment.
- Maintaining AML/CFT policies and procedures in the branch.
- Preparing WPS agreement and collecting documents according to the CBUAE rules.
- Preparing and emailing EDD documents to the compliance department for the time to time credit of the transactions
- Training to junior staffs
- Conducting marketing activities.
- Duty arrangements in the absence of the branch manager.

- *Maintaining records such as attendance register, cheque register etc*
- *Depositing cash and cheque to the bank through trasnguard.*

**JES KITCHEN , Thrissur, Kerala**  
**[ October 2014 – November 2017]**

**Responsibilities**

- *Daily up to date the Cash Book in MS Excel & Tally ERP 9.*
- *Ledger Scrutinise*
- *Daily updating of staff attendance*
- *Settlement of accounts of Creditors*
- *Prepare Monthly Reports depends on the need of the Management*
- *Submit Purchase and Sales invoice to the auditor for filing Monthly Return*
- *ESI & EPF Filing.*
- *Preparation Salary statement*
- *Billing & cash handling*

**M/s. Krishnamoorthy&Krishnamoorthy,Thrissur, kerala.**  
**[July 2012 – September 2014]**

**Responsibilities**

- *Handling Internal & External Audits for different establishments in pharmaceutical, jewelleries, trading, and Government Departments.*
- *Coordinating with Audit Team from Start to End of Audit*
- *Directly contacting with Clients to resolve any inconsistency matters.*
- *Preparation of Monthly Reports like Trail Balance, Profit & Loss A/C and Balance Sheet.*

**Qualification**

**Bachelor of Business Administration (BBA)**  
**During 2009 – 2012 from MG University, Kottayam, Kerala.**

**Plus Two Commerce during 2007 – 2009 kerala board.**

**SSLC 2007 kerala board**

**language**

**English, Hindi, Malayalam**

**Personal  
Details**

**Date of Birth : 08.12.1992**  
**Age : 30**  
**Nationality : Indian**  
**Marital Status: Married**  
**Passport no : W4128053**  
**Expiry date : 07.06.2033**

I declare hereby the above details are true to my knowledge and belief.

**Declaration**

**Abudhabi**

**Signature**

**(JEENSHA SATHAR)**

**Place**

**Date**