

ASWANTH E N

Office Administrator



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ADDRESS

Dubai, UAE

SKILLS

Hard Skills

Operations Management | Inventory Management | Project Coordination | Process Improvement | Data Analysis | Database Management | Documentation & Reporting | Office Management | Administrative Support | Budgeting and Expense Reporting | Facilities Coordination | Reporting

Soft Skills

Leadership | Organizational Skills | Time Management | Attention to Detail | Multitasking | Communication | Problem-Solving | Adaptability | Decision-Making | Analytical Thinking

Technical Skills

Microsoft Office

EDUCATION

Bachelor of Commerce

Kannur University - 2016

Higher Secondary Education

Govt of Kerala - 2013

LANGUAGES

English | Hindi | Malayalam | Tamil

PERSONAL INFORMATION

Gender : Male

Date of Birth : 28/09/1994

Nationality : Indian

SUMMARY

Office Administrator with 7+ years of expertise driving operational excellence across finance and compliance. Led teams of up to 5, streamlined workflows to cut processing time, and enhanced transaction accuracy. Proven success in managing 200+ daily remittances, reducing client escalations, and optimizing cross-functional collaboration.

EXPERIENCE

Team Leader - Apr 2022 to May 2024

NEC Money Exchange - Bahrain

Dealing Support - Jan 2020 to Mar 2022

NEC Money Exchange - Bahrain

Payment Officer - Sep 2018 to Feb 2020

NEC Money Exchange - Bahrain

Junior Associate AML - Sep 2016 to May 2017

XM Software Solution - Kochi

SUMMARY OF EXPERIENCE

- Spearheaded the timely processing of over 200+ daily outward remittances, ensuring 100% compliance with regulatory and internal standards.
- Streamlined payment workflows, reducing transaction processing time and improving overall team productivity.
- Led a 5-member support team, improving operational efficiency and reducing client escalations.
- Implemented a new error-check system that increased payment accuracy and minimized rework.
- Conducted internal audits that helped identify and resolve discrepancies, resulting increase in transaction accuracy.
- Mentored and trained 8+ new team members, reducing onboarding time and increasing new hire efficiency.
- Collaborated with compliance and finance departments to enhance fraud detection protocols, reducing risk exposure.
- Created weekly performance dashboards and KPI reports, enabling data-driven decisions and increasing transparency.
- Improved team response time to client queries, boosting client satisfaction.
- Played a key role in business continuity planning, ensuring uninterrupted operations during critical incidents.
- Initiated a process improvement initiative that reduced operational costs through better resource allocation.
- Acted as a liaison between cross-functional teams, contributing to the successful execution of 3+ company-wide projects.

CERTIFICATION

- Advanced Diploma in Computerized Financial Accounting (ADCFA)
- CUBE 3D - Compliance Learning & Awareness Framework
- Negotiating for Success - Bahrain Institute of Banking and Finance (BIBF)
- Trade-Based Money Laundering - Bahrain Institute of Banking and Finance (BIBF)
- Performance Appraisal - Bahrain Institute of Banking and Finance (BIBF)