



Naveen Godwin Lobo

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Contact Number

+971-52-5271012

Residential Address

**Al qusais
Dubai
UAE.**

Personal Data

**Date of Birth : 10.02.1983
Gender : Male
Religion : Christian
Nationality : Indian
Marital Status : Married
Visa Status : Residency visa**

REFERENCE

Available upon Request

Curriculum Vitae

Keywords / Functional areas

ACCOUNTANT/TELLER/WPS/PAYROLL/CUSTOMER SERVICE

Strengths

- Ability to adapt different situation suggestive
- Excellent communication skills.
- Hardworking and responsible in duty towards the target.

Work Experience

Branch in charge at Al Razouki International Exchange Co. LLC
Dubai, U.A.E from October 2012 to till date.

Company Profile

- Managed by professionals from **Canara Bank**, India.
- One of the most successful & reputed Exchange houses in U.A.E.

Roles and Responsibilities

- Attending Customers to issue DDs, TTs, Expertise in Western Union / Express Money, IME, Prabhu money transfer, Transfast & Opening new customer accounts.
- Buy and Sell foreign currencies.
- Consolidating daily vouchers.
- Responsible for daily closing and month end closing procedures related to Cash department.
- Analyzing the daily trends in the market with respect to the rates of currencies.
- Raising of various inter branch debit and credit bar in relation to cash / currencies
- Responsible for the payment of salary through wage protection system (WPS) to the employee of various companies.
- Responsible for the Payroll and SIF.
- Preparing Salary statement, Calculating Gratuity & Depreciation
- Any other responsibilities assigned by management from time to time.

Operational Procedures

- Ensuring procedural/process flows are followed
- Verification of vouchers on daily basis
- Verification of new clients' documents and approving for proceeding transactions
- Stock verification of security items on daily basis
- Responsible for verifying and authorizing TTs in order to upload through proper channels

Knowledge in the field

Remittance Market
Foreign currency Trading
Wages protection system

Education

- Bachelor of Arts (B.A) 2002 - 2005
St Aloysius University Mangalore, India
- Plus, Two 2000 - 2002
Higher Secondary Board, Karnataka, India
- S. S. L. C (Secondary School Leaving Certificate) 2002 – 2003
Board of Public Examinations, Karnataka, India

Technical Qualification

Applications

Exchange Software -Casmx

MS Office (Excel, Word, PowerPoint etc.)

Internet Applications

Professional Skill

- Practical and programmatic approach
- Strong overall business orientation
- Sense of urgency and lateral thinking
- Able to work under well pressure

Strengths & Languages Known

- Excellent oral and written communication skills.
- Result oriented and self-driven professional
- Good leadership quality
- Fluent in English, Hindi, Kannada, Konkani.
- Knowledge of Malayalam & Tamil.

Declaration

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

Naveen Godwin Lobo.