

## YOOSEF P KURUPPATH

@ usu4u2005@gmail.com

📞 0097455305446

📍 Doha Qatar

To,  
H R Manager,  
Human Resources Dept.,

Dear Sir,

Being given to understand that there is your esteemed organization, I would like to present my candidature for the suitable post. Kindly find my enclosed detailed C V for your kind persual.

I am confident that my 23 years experience will allow me to add significant value for your company and I can contribute to your company's growth and success. If given an opportunity to work with your organization I will do my best to complete satisfaction of the company and superiors.

Thanking and awaiting your favourable reply,

Sincerely,

Yoosuf P Kuruppath

# YOUSEF P KURUPPATH



## Contact

@ usu4u2005@gmail.com

0097455305446

Doha Qatar

## Skills

Financial Analysis 80%



Currency Market Knowledge 80%



Regulatory Compliance(AML,KYC) 80%



Leadership and Team management. 80%



Customer Service 100%



Communication (Verbal and Written) 80%



## OBJECTIVE

A highly experienced and results-oriented professional with over 23 years of expertise in management, administration, and financial services across multiple industries. Demonstrated success in optimizing operational efficiency, managing teams, and ensuring compliance in fast-paced environments. Strong leadership skills with a proven ability to drive productivity, foster collaboration, and manage resources effectively. Seeking to leverage my broad experience to take on a managerial role in a dynamic organization.

## EXPERIENCE

**Al Amlaq International Trading Co.WLL.**

2022 -

Admin Manager

Present

- Manage and streamline daily administrative operations, ensuring smooth office functioning.
- Supervise a team of administrative staff, providing training and performance evaluations.
- Oversee inventory management, procurement, and vendor negotiations for office supplies and building materials.
- Develop and implement office policies and procedures to improve efficiency and reduce costs.
- Ensure compliance with company standards, budgeting, and operational procedures.

## City Exchange Company

2015 -  
2021

### Admin Manager

- Managed day-to-day operations of the branch, ensuring compliance with all financial regulations.
- Oversaw internal audits, identifying financial discrepancies and minimizing operational risks.
- Led a team of employees, providing training, mentorship, and performance management.
- Ensured accurate and timely processing of remittances and foreign currency transactions.

Supervised the management of customer accounts, lockers, and valuables.

Compliance and Regulations: Ensuring that all transactions comply with local and international regulations related to money transfers, anti-money laundering (AML), and Know Your Customer (KYC) guideline.

Technology and Innovation: Keeping abreast of technological advancements in remittance services and implementing systems that improve efficiency, security, and cost-effectiveness.

Risk Management: Identifying and mitigating potential risks associated with transactions, such as fraud or operational errors.

Financial Reporting and Analysis: Tracking and analyzing transaction data to identify trends, assess performance, and generate reports for senior management.

Relationship Management: Building and maintaining relationships with banks, financial institutions, and other partners to facilitate smooth and secure money transfers.

**City Exchange Company** 2006 -  
Branch Manager & Locker Incharge 2014

- Manage and streamline daily administrative operations, ensuring smooth office functioning.
- Supervise a team of administrative staff, providing training and performance evaluations.
- Oversee inventory management, procurement, and vendor negotiations for office supplies and building materials.
- Develop and implement office policies and procedures to improve efficiency and reduce costs.
- Ensure compliance with company standards, budgeting, and operational procedures.

**City Exchange Company** 2003 -  
Remittance/FC cashier 2006

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#### EDUCATION

**Sivaji University** 2002  
Bachelor of commerce  
Second class

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#### REFERENCE

**Shoukath Ali - Al Amlaq International Trading Co.WLL.**  
General Manager  
0097477113364