

CURRICULUM VITAE

ABDUL SANATH K.U

AIN KHALED- QATAR

Phone No: +974 70130627

Email: sanadkalpana@gmail.com



CAREER SUMMARY

A Highly dynamic professional with 7 years experience in field of banking, AML and compliance, foreign exchange and remittance, WPS, sales and marketing, credit investigation and customer service. I am a proactive team player, motivated and high passionate in building good relationship with management and client, and maintaining customer satisfaction and delight through consistent delivery of exceptional service and results. I value high level of integrity and professionalism at work.

WORK EXPERIENCE

Position: Acting Lead Officer (Branch Operations)

Company: Lari Exchange, Abu Dhabi UAE

Tenure: June 2021- November 2024

Principal Responsibilities and Accountabilities:

- Manage the branch efficiently and to carry out the business as usual activities and business improvement objectives.
- Ensure branch compliance with AML (Anti Money Laundering), Risk and fraud preventing guidelines set by the organisation.
- Perform cash reconciliation and ensure compliance with central bank regulations and custodian guidelines as directed by the branch operations manager.
- Apply due diligence in buying or selling foreign currencies on the best available rates to maximize the advantage dealing to us.
- Obtain, keep track and finalize all formal document representing transaction in accordance with record retention policies of the organisation.
- Filing, preparing reports and maintaining mail correspondence.
- Reconcile cash, cheques and currencies at the end of shift.
- To facilitate and participate in the achievement of the branch targets.
- Handling WPS (Wage Protection System) registration and Salary process.
- Receive and pay out money with utmost accuracy and professionalism.
- Keep abreast of all services and products offered by the organization.
- Handle customer complaints, provide solutions, escalate when needed, and maintain integrity and confidentiality of customer data and transactions.
- Identify potential customers or business.
- Evaluate employee performance, provide feedback and coaching, and follow all policies, standards, and code of conduct.

Position: Teller/Cashier

Company: Al Dahab Exchange, Abu Dhabi UAE

Tenure: July 2019 – June 2021

Principal Responsibilities and Accountabilities:

- Handling inward and outward remittances.
- Apply due diligence in buying or selling foreign currencies.
- Ensure all problems, Complaints, queries are handle quickly, efficiently and tactfully.
- Ensure to provide fast, excellent and error free services to the customers in a professional way.
- Handling WPS registration and Salary process.
- Perform other related function that may be assigned from time to time.

Position: Cashier

Company: Al Daman Pharmacy, Abu Dhabi UAE

Tenure: – Nov 2016 to Dec 2018

Principal Responsibilities and Accountabilities:

- Performed opening and closing procedures ensuring that all tasks were completed accurately.
- Responsible for managing all cash and card transaction.
- Maintained proper inventory levels.

EDUCATIONAL QUALIFICATIONS

- ❖ **Bachelor of Business Management - BBM 2012-2015**
Srinivasan Institute of Management Studies, Mangalore-India
Affiliated to Mangalore University
- ❖ **Intermediate 2012**
Science Mahatma College, Kerala, India
- ❖ **High School 2010**
Kunil Education Trust, Kerala –India (CBSE)

Personal Profile

Date of Birth : 25th May, 1994
Nationality : Indian
Visa Status : Own Visa (transferable)
Marital Status : Married

DECLARATION

I hereby declare that the details mentioned above are true and complete to the best of my knowledge and belief.

Abdul Sanath K.U