



Sebin Joseph



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24-02-1999

Visa With NOC Available

OBJECTIVE

To obtain a position that will enable me to use my educational background, strong executive skills, dedication and ability to work as a team. I am looking for a suitable position in a company or an institution offering an opportunity for career advancement and professional development.

SKILLS

- Effective communication and presentation skills.
- Adaptable with all working conditions. Willing to shoulder challenges and responsibilities.
- Confident and hardworking with a positive attitude.
- Computer Skills: Ms Office.

LANGUAGE

- English
- Hindi
- Tamil
- Malayalam

REFERENCE

- **Vipin Kozhikkottuparampil Sukumaran - Branch Supervisor**
Lulu Exchange
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EDUCATION

- ✓ **2017 - 2021**
College- St. Sebastian College Kattappana
University- MG University
B.com Finance And Taxation
- ✓ **MARCH 2017**
School- St.Thomas H.S.S Thankamany
Board- Board of Higher Secondary Examination, Kerala
Higher secondary Education- Commerce
- ✓ **MARCH 2015**
Institute- St.Thomas H.S.S Thankamany
Board- Board of Secondary Public Examination
Secondary Education
- ✓ **FEBRUARY 2019**
St. Sebastian College Kattappana
Diploma In Computerised Financial Management

EXPERIENCE

- **10-MAY-2021 - 20-FEB-2022**
COMPANY: MANAPPURAM FINANCE PVT LTD
JUNIOR ASSISTANT
 - ★Overall management of department process.
 - ★Handling customers, explaining the facilities provided.
 - ★Handling queries.
 - ★Handling account payable and receivables.
 - ★Sending operational reports to top management.
 - ★Coordinate with different branches for operational purpose.
 - ★Attending weekly and monthly meeting with top level management team submitting operational reports accordingly.
 - ★Pledge handling and follow-up with customers.
 - ★Doing sales promotion activities.
- **03-OCT-2022 - 31-DEC-2023**
Lulu Exchange Co. WLL - Doha, Qatar
FRONTLINE ASSOCIATE/TELLER
 - Provide excellent customer service to clients through efficient handling of their transactions in accordance with AML policies and procedures.
 - Daily processing of financial transactions within the service standards of the company.
 - Promoting the company's products and services to generate leads.
 - Established strong credibility with clients by providing

accurate information to address concern regarding transactions and other services, resulting in achieving the highest rate of customer loyalty and retention.

- Knowledgeable in AML/CFT policies and procedures, KYC, CDD, EDD, STR and ISTR.
- Responsible for selling and buying 36 foreign currencies, head teller and vault safekeeping.
- Perform due diligence in checking currencies to avoid counterfeiting.
- In-depth knowledge of currency security features resulting to zero counterfeit acceptance.

→ **13-05-2024 - Till Now**

AL DAR FOR EXCHANGE WORKS

FRONTLINE ASSOCIATE/TELLER

- Ensuring transactions are completed in an efficient manner with a high level of accuracy
- Open / close branches as required and ensuring all tasks and checks are completed
- Follow compliance procedures, company policies and abides by all health and safety guidelines as per company standards
- Performs administrative tasks such as filing, generating reports and maintaining mail correspondence
- Provides support and information to customers, over the counter and by phone
- Maintains a cash float and follows balancing and reconciling procedures; prepares daily 'End of Day'sheet at the close of each business day

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AL DAR FOR EXCHANGE WORKS

FC CASHIER

- Executed customer transactions regarding cash, money orders and money exchange.
- Proficient in exchanging 30 different currencies.
- Maintained balancing record with 100% rate of accuracy
- Proficient in using computers and other office
- Manage production plan includes compounding
- Exceeded monthly sales goal