



# P.B.BIBIN KUMAR

## PROFESSIONAL EXPERIENCE

### BRANCH OPERATION EXECUTIVE

**EBIXCASH WORLD MONEY LIMITED JULY 2022- NOV 2022 INDIA**

- Execute the forex transactions including the encashment and selling of foreign currencies
- Responsible for day to day tally and closing balance of currency stock.
- Remittance of TT for students and Tour remittance
- Timely and effective response to customer queries/concerns over the phone/ counter with effective resolutions, documentation and follow-up of complaints.
- Execute the forex cards transaction such as issuing and top up of forex cards.

### CUSTOMER SERVICES OFFICER AND CASHIER/ TELLER

**Emirates International Exchange SEP 2017 – JAN 2022: UAE**

- Deliver timely, friendly and error free services to customers, ensuring the fulfillment of customer requirements and satisfaction by providing accurate financial transaction services (Cash management and cheques among others) sales and services standards within the established time frame as per the Business policies and procedures.
- Timely and effective response to customer queries/concerns over the phone/ counter with effective resolutions, documentation and follow-up of complaints.
- Ensure cash handling is done as per company policy, and cash is tallied accurately and appropriately handled.
- Handle counter customers remittances and WPS single payments.
- Execute the forex transactions including the buying and selling of foreign currencies
- Attend to counter customers, remittance sending and receiving from any authorized part of the world, wire transfers and UAE money transfers.
- Validate customer identification and verification of documents in the PAYNET operating system in compliance with UAE central Bank AML&CTF policy.

## PROFILE SUMMARY

**Sex : Male**  
**Nationality : Indian**  
**DOB : 29.06.1989**  
**Contact No : +971 543505113**  
**Email : bibinkumar.balan@gmail.com**  
**Marital Status : Married**  
**Passport No: X9423894**

## ADDRESS

**ZUBAIDAH BUILDING**  
**AL RASHIDIYA 3**  
**AJMAN**  
**UAE**

## CAREER OBJECTIVE

Pursuing a career in a professionally challenging environment, with an opportunity for learning and professional advancement to work for the entity to my full potential for its growth, development and profitability with a drive for work ethics and integrity.

## Education And Training

**JUNE 2018:** Anti Money Laundering and Counter Terrorism Financing/Due Diligence Certificate (FERG UAE)

### JUN 2015 JAN 2017:

MBA Logistics and Supply Chain Management (Bharathiar University)

**JUN 2007 FEB 2010:** Bcom Computer Application ( Dr R V Arts and Science College)

## TECHNICAL SKILLS

Cash management, Retail Banking, sales/Customer Services and Teller, business standard operating procedures, loan processing, Accounts receivables and Payables management, bidding documentation profiling.

Microsoft Office programs, PayNet currency remittance and processing system, and savings plus Accounting software.

Presentation, communication and analytical thinking skills gained through employment and academia.

## PERSONAL INTERESTS

I enjoy meeting and associating with people, Team building, learning new ideas, travelling and touring.

## HC & Insurance Operations Representative

### **NTT DATA Information Processing Service Pvt Ltd NOV 2015-MAY 2017 - INDIA**

- Creating, Updating, and altering the date in the existing database.
- Production of accurate records and ensures nil errors
- Analyzing documents to make Payment Posting
- Denial capturing, Denial management
- Responsible for accurately processing of data such as Check Stubs, EOB and statements
- Using MS Office suite for maintain records

## INVENTORY AUDIT EXECUTIVE

### **Sunshine Business Services JUN 2010-MAY 2017 - INDIA**

- Analysis financial record and inventory record.
- Generate a material received report timely
- Ensure the FIFO and LIFO are maintained for the stocks.
- Keep an organised allocation of inventory placed in warehouse and store
- Analysis the systemized entry and physical count of inventory
- Commercial audit for the stores in the periodic manner(examine the vouchers and invoices throughly in order determine the properly numbered and filed in order of the entries in the various books

## LANGUAGES

English, Tamil, Malayalam & Hindi

## DECLARATION

Enthusiastic, ambitious, highly motivated with excellent learning abilities and creativity. I enjoy working in an environment which brings together both people and computers. I am capable of working in a team as well as on my own

**P.B.BIBIN KUMAR**

**DATE:**