

LIJIN TP



CONTACT

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PERSONAL DETAILS

- Date of Birth : 15/03/1987
- Marital Status : Married
- Nationality : Indian
- Religion : Islam
- Gender : Male
- Driving Licence : UAE Driving License

SKILLS

- . Enthusiastic, energetic, patient, and friendly
- . Willingness to learn
- . Good problem solver and adaptable to any situation
- . Effective communication skills

LANGUAGES

- English
- Hindi
- Malayalam
- Tamil
- Kannada
- Arabic

CAREER SUMMARY

Having rich managerial experience as a operations manager in a reputed foreign exchange branch in the UAE. Possessing strong leadership and dynamism necessary to provide quality service of the highest order and the efficiency to drive products competitive advantage. Possess comprehensive knowledge of the money exchange industry, its products and services, and its procedures with the ability to aim high, think smart act fast

EXPERIENCE

12/12/2011
- Present

Operations Manager

City Exchange

- . Ensuring smoothing functioning of branch operations like cash purchase, sales, holdings and error free completion of product cycles
- . On time monitoring of branch accounting and cheque clearance to release the transactions on time besides submitting the monthly reports without delay
- . Handling WPS registration procedures and assisting clients on processing their salary using WPS system
- . Timely monitoring marketing activities to corporate targets and corporate segments
- . Training staff in customer service and other operational activities

10/12/2010
- 15/10/2011

Assistant Branch Manager

Manappuram Finance

- . Ensure submission of daily reports on net growth of business (Gold Loan, Deposit etc.)
- . Staffs personal and professional appearance check.
- . Updating of Gold loan rate card and Dot net Data
- . Overall supervision of inter branch cash transfer and safe room.
- . As key Accountant

08/10/2007
- 10/05/2008

Accountant

Tyrex Retreading Company

- . Prepare and verify daily reports
- . Prepare monthly balance sheet schedules
- . Prepare daily income and prepare daily journal entry

EDUCATION

2010

MBA (Finance and Marketing)

Bharathiar University

2007

Bachelor of Commerce (B.Com)

Calicut University