



## CONTACT

@ santhoshsreedhar82@gmail.com

00971561538490

AL FARDAN EXCHANGE LLC  
Abudhabi United Arab Emirates

# SANTHOSH PUTHOOR VALSALA



## SKILLS

•Branch Operations •Cash Management •Cost Optimisation •Accounting •Revenue Growth •Business Development •Customer Service •Back Office Operations •Team Management.



## OBJECTIVE

To be part of an organization, where I can harness all the skills and talents that I have acquired and developed over the years and put it into practice, for the development of the organization and my professional career



## EXPERIENCE

### AL FARDAN EXCHANGE LLC

*March 2023 - Present*

Branch Manager

- Spearheaded functioning of one of the major profit centres of the company.
- Ensuring quality Customer Service and Cumulative growth in revenue.
- Efficient monitoring and control of the entire branch systems and processes.
- Improving productivity and streamlining branch activities to maximize results.
- Ensuring smooth and efficient operations on a day-to-day basis.

### UAE EXCHANGE CENTRE LLC

*December 2018 - January 2023*

Branch Incharge

- Spearheaded functioning of one of the major profit centres of the company.
- Ensuring quality Customer Service and Cumulative growth in revenue.
- Efficient monitoring and control of the entire branch systems and processes.
- Improving productivity and streamlining branch activities to maximize results.
- Ensuring smooth and efficient operations on a day-to-day basis.



## ACHIEVEMENTS & AWARDS

Promoted As Branch Manager.

Promoted as Service Supervisor

Service Champion: Based on overall performance Selected as service Champion amongst entire staffs on quarter 3 of 2014.

Employee of the Month Branch topper award Best FC Cashier award



## LANGUAGES

English Hindi Malayalam  
Arabic Tamil



## REFERENCE

**Moinudheen A. K - "UAE EXCHANGE CENTRE LLC "**

Operation Manager  
moinudheen.ak@ae.uaeexchan  
+971 56 820 8470



## ACTIVITIES

Active Member of Blood Donors Association Under Dubai Health Authority.

## UAE EXCHANGE CENTRE LLC

*November 2017 - November 2018*

Branch Supervisor

- Participated in branch functions and community activities to promote organization image and growth.
- Managed corporate cheque transactions, processing, monitoring cheque clearing and releasing transactions on a daily basis.
- Checked the accuracy of the cash tally sheet prepared by the cashier and sign the same if found correct.
- Assist the manager to carry out the affairs of the branch within the powers duly delegated by the branch head.
- Ensure Customer Satisfaction. Branch audit and assessments.

## UAE EXCHANGE CENTRE LLC

*May 2013 - October 2017*

FC Cashier & Branch Compliance Officer

- Foreign Currency Sales and purchase to and from customers and corporates.
- Aml Compliance Screening. Handling SWIFT transactions.
- corporate business transactions, counting bulk cash.

## Al Jarwan Money Exchange

*June 2009 - November 2011*

Fc Cashier & Branch Incharge

- Foreign currency Sales and Purchase

## ICICI Bank Ltd(DSA)

*March 2004 - April 2009*

Senior Sales Executive

- Worked as a Senior Sales Executive in Vehicle Loan division

## EDUCATION

University of Calicut

*2005*

Bachelor of Arts

43

## PROJECTS

## CHASE(Customer Happiness And Service Excellence )

- Business development initiative conducted by Uae Exchange Centre Llc.

- Worked as a Team Captian in Abudhabi Region

## Computer Literate

- Computer Accounting (Preparing payment and receipt vouchers, cheque transactions vouchers ).

- Office Application Familiar with Micro soft office.

- Typing Speed: 60 words per min

## INTERESTS

- Reading, Cooking, Sports

## ADDITIONAL INFORMATION

Passport Details :

Passport No: L8211619

D.O.I: 23-04-2014

DOE: 22-04-2024

Place Of Issue : Abudhabi..

## TRAININGS

### Anti Money Laundering

Attended AML training conducted by CBUAE and Uae Exchange.

### Professional Trainings

- Effective Customer Handling workshop conducted by Uae Exchange training Centre.

- Successfully completed SSP( Supervisor Selection Programme).

Attended training programme conducted by right attitude system for team building.

Etisalat e wallet product conducted by in house training team. Leadership and Management training.

## PERSONAL INFORMATION

### Details

DOB: 15-12-1982

Marital Status: Married

Nationality: Indian