



# LIJIN TP

## CONTACT

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## 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

## SKILLS

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

## EXPERIENCE

### City Exchange

12/12/2011 - Present

Branch Manager

- . Head, supervise, control and administer the day to day operations of the Branch and management of Exchange's business for achieving the business and profit level of the branch
- . Implement/maintain up-to-date management and financial systems so as to keep the branch in high standards and to maintain the Branch in good operating order
- . Submit to the General Manager of the Exchange company – periodical reports and accounts
- . Ensure proper maintenance of books of accounts, system and procedures, security arrangements, audit control procedures, information and data reference system and foreign exchange dealings and settlements
- . Ensure full compliance of AML/CFT as per CBUAE guidelines

### Manappuram Finance

10/12/2010 - 15/10/2011

Assistant Branch Manager

- . 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

### Tyrex Retreading Company

08/10/2007 - 10/05/2008

Accountant

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

## LANGUAGES

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

## PERSONAL DETAILS

Date of Birth : 15/03/1987

Marital Status : Married

Nationality : Indian

Religion : Islam

Gender : Male

Driving Licence : UAE Driving License

## EDUCATION

### Bharathiar University

2010

MBA (Finance and Marketing)

### Calicut University

2007

Bachelor of Commerce (B.Com)