



## Sujith Suresh. M

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### Objective

To work in a high performance environment fostering the idea of team spirit. Facilitate realization of organizational objectives and formulation of strategy by being responsible for and enhancing organizational development, resources management and relationship management. And to constantly upgrade my knowledge and skill and make a difference in whatever I do

### Experience

- **Federal Exchange.(Senior CRE. Supervisor)** 01-03-2021 To - Still Working
  - Branch closing and opening.
  - All customer complaints handling and solving.
  - All remittance authorisation
  - Payment and receipt voucher authorisation.
  - Branch operations.
  - Making branch duty list.
  - Arrange the monthly branch meeting.
  - Checking and verifying suspicious transaction.
  - Arrange the marketing programs.
  - Daily morning all transaction verification.
  - Supporting Daily Operations Of Remittance.
  - Handling Whole sale and Retail Foreign currency
  - WPS checking and authorisation.
- **Joyalukkas Money Exchange.(Customer Service Executive.)** 07-01-2014 To - 30-04-2019
  - Supporting Daily Operations Of Remittance.
  - Processing and input Remittance.CHAT transaction and swift message.
  - Bank to Bank Transaction all countries.
  - Telex transfer /Electronic transfer.
  - Preparations of the Payment and Receipt Voucher.
  - Handling Whole sale and Retail Foreign and local currency.
  - Dealing with Multiple Exchange house in foreign currency whole sale trade.
  - Identifying Counterfeit currencies.
  - Interbranch currency movement .
  - Inward &Outward Payment.
  - Complete WPS Knowledge.
  - Attends customer complaints &queries with greatest care.
- **Manappuram Finance Limited.(Internal Auditor)** 30-09-2009 To - 30-11-2013
  - Control over all accounting and financial matter.
  - Handling and maintaining accounts up to finalization.
  - Preparation of year ending schedule and accounts of audit
  - All kind of bank transaction.
  - Maintaining Purchase and sales including stock register.
  - Quantity and quality verification of gold.

## Education

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- SNM college Maliyankara  
B. Com with Computer Application.

2004 To 2007

## Computer Skill

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- PGDCA, Tally, MSOffice

## Language.

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- English, Hindi, Malayalam, Tamil

## Personal Information.

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- Date of birth :31/05/1987  
Sex :Male  
Married status :Married  
Nationality :Indian  
Passport No :G8586335  
Visa status :Residence visa

## Declaration.

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- I hereby declare that all the information furnished above are true and correct to the best of my knowledge.  
In view of above mentioned details I hope that you will consider my case and if given a chance to work with your reputed organization I would do my best  
Place :Abu Dhabi