

## CURRICULAM VITAE

**MUBARAK V.A**

**Manager- Money Exchange Company.**

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### **CAREER OBJECTIVE:**

Dedicated and results-driven financial professional with 10 years of experience in the money exchange industry, seeking a challenging role as a Branch Manager to leverage leadership skills, operational expertise, and strategic vision for optimizing branch performance and customer satisfaction.

### **PROFILE:**

- Master of Business Administration- Finance from **IGNOU**.
- Bachelor of Commerce from University of Calicut.
- High Personal Integrity, Able to relate to and create trust in all.
- Highly Confident and Persuasive team builder.
- Reliable in supporting and enabling team effort to produce genuine long-term Sustainable development.

### **SKILLS**

- Financial Management.
- Team Leadership.
- Customer Relationship Management.
- Regulatory compliance.
- Operational Efficiency.
- Sales and Marketing
- Risk Management.
- Strategic Planning.

### **EDUCATIONAL QUALIFICATION:**

- Masters of Business Administration- Finance from **IGNOU**.
- Bachelor of Commerce from University of Calicut.
- Higher Secondary- Commerce from Central Board of Secondary Education (CBSE).

### **TECHNICAL QUALIFICATION:**

- Programming in C++ from Ansar English School.

## PROFESSIONAL EXPERIENCE

1) Company : **Laxidas Tharia Ved Exchange co. LLC (Oman)**  
Duration : From November 2015 to November 2023.  
Post : **Branch Manager** (Internal Transfer from LM)  
Job Profile :

- **Supervision of Staff:** Effectively lead and supervise a team of employees, providing guidance, training, and support to ensure a high level of customer service and operational efficiency.
- **Customer Service:** Proven record of accomplishment of delivering exceptional customer service, addressing customer inquiries and concerns, and resolving issues promptly to maintain a positive customer experience.
- **Compliance and Regulatory Knowledge:** In-depth understanding of financial regulations and compliance requirements related to money exchange operations. Ensuring that the business adheres to AML-CTF and CBO standards.
- **Financial Management:** Demonstrated expertise in managing and overseeing financial transactions and operations within the money exchange facility. This includes handling currency exchange, money transfers, and ensuring compliance with relevant regulations.
- **Security and Risk Management:** Implementing risk management strategies to mitigate potential financial and operational risks, such as fraud prevention and monitoring suspicious activities.
- **Marketing and Business Development:** Developing and executing strategies to attract new customers and increase business volume. Building and maintaining strong relationships with clients to foster repeat business.
- **Financial Reporting:** Preparing and analysing financial reports, including transaction summaries, profitability analysis, and cash flow reports, to assess the business's financial performance.
- **Currency Market Awareness:** Staying informed about global economic trends and currency fluctuations to make informed decisions on exchange rates and pricing.
- **Training and Development:** Conducting training sessions for staff to enhance their product knowledge, customer service skills, and compliance awareness.
- **Vendor and Partner Management:** Collaborating with vendors and financial institutions to negotiate favorable terms and secure the best exchange rates for the business and its customers.

2) Company : **Leela Megh Exchange LLC (UAE)**  
Duration : 1 Year and 3 Months (August 2014 to October 2015).  
Post : **Executive**  
Job Profile :

- **Money Transfers:** Facilitating international money transfers for customers, ensuring that the funds sent to the designated recipients promptly and securely.
- **Foreign Currency Exchange:** Conducting transactions to buy and sell foreign currencies for the customers' domestic currency or other accepted currencies. This involves accurately calculating exchange rates and processing the exchange efficiently.
- **Customer Service:** Assisting customers in a friendly and professional manner, addressing their inquiries, and providing information about exchange rates, fees, and available services.
- **Cash Handling:** Counting and verifying the accuracy of cash, both domestic and foreign, to ensure secure and error-free transactions.
- **Compliance and Regulations:** Adhering to local and international regulations related to currency exchange and money laundering prevention, as well as maintaining records and documentation as required by law.
- **Cash Balancing:** Ensuring that the cash drawer balances at the end of each shift and reporting any discrepancies to supervisors or management.
- **Record Keeping:** Filing and documentation of transaction vouchers and compliance documents including any required documentation for anti-money laundering (AML) and know-your-customer (KYC) procedures.

3) Company  
Duration  
Post  
Job Profile

: **Cognizant Technology Solutions**  
: 1 year and 2 months (March 2013 to May 2014).  
: **Assets Management Executive**  
:

- **IT Asset Inventory Management:** Maintain an up-to-date and comprehensive inventory of all IT assets, including hardware, software, licenses, and peripherals. This involves tracking the location, configuration, and status of each asset.
- **Procurement and Vendor Management:** Work with procurement teams to acquire IT assets efficiently and cost-effectively. Negotiate contracts with vendors, ensure compliance with licensing agreements, and manage vendor relationships.
- **Asset Deployment and Provisioning:** Coordinate the deployment and provisioning of IT assets to end-users or relevant departments, ensuring that they have the required resources to perform their tasks efficiently.
- **IT Asset Lifecycle Management:** Develop and implement strategies for asset lifecycle management, including upgrades, replacements, and disposal, to optimize asset utilization and reduce maintenance costs.
- **Risk and Security Management:** Collaborate with the IT security team to ensure that IT assets are adequately protected and compliant with security policies and standards.

- **Asset Tracking and Reporting:** Generate reports on asset performance, usage, and cost-effectiveness. Provide insights and recommendations to management based on asset data analysis.
- **Asset Disposal and Recycling:** Plan and execute the proper disposal or recycling of outdated or non-functional IT assets in an environmentally responsible manner, while ensuring data security.
- **Software License Management:** Monitor software license usage, track licenses, and ensure compliance with software vendor agreements. This helps avoid unnecessary costs and legal issues associated with license violations.

4) Company : **Local Economic Development Society (LEDS)**  
 Duration : 8 Months (November 2011 to June 2012)  
 Post : **Accountant (Tally) and Administration**  
 Job Profile :

- Managed daily office operations, including answering phone calls, responding to emails, and handling in-person inquiries.
- Prepared and maintained various reports, spreadsheets, and documentation, ensuring accuracy and completeness.
- Oversaw office supplies inventory, placed orders, and liaised with vendors to ensure timely delivery and cost-effective purchases.

**LANGUAGES KNOWN:**

➤ English	Read, Write and Speak	Good
➤ Hindi	Read, Write and Speak	Good
➤ Arabic	Read, Write and Speak	Average
➤ Malayalam	Read, Write and Speak	Excellent

**PERSONAL DETAILS:**

➤ Father's Name	:	Abdul Latheef V.M
➤ Age	:	32 Years
➤ Date of Birth	:	24 July 1991
➤ Sex	:	Male
➤ Height	:	178
➤ Marital Status	:	Married
➤ Nationality	:	Indian
➤ Present Address	:	Umm Al Quwain, UAE.

**PASSPORT DETAILS:**

Passport Number	:	T9588019
Date of Issue	:	05/10/2019
Date of expiry	:	04/10/2029

**DECLARATION:**

I hereby declare that all the information furnished by me is true to best of my knowledge and belief.

Place:  
Date:

**MUBARAK V.A**