

VISHNU THILAKAN

RELATIONSHIP EXECUTIVE

To secure a challenging position where I can effectively contribute to the growth and success of the organization and simultaneously contribute to my skills and acquiring knowledge on the road to success.



CONTACT

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Abu Dhabi, UAE

KEY SKILLS

Team Work

Cash Handling

Analytic Skills

Driving Skills

Relationship Management

Financial Transactions

Interpersonal Ability

Navigation Skills

Document Controlling

Time Management

Reconciliation

COMPUTER PROFICIENCY

MS Office ★★★★★
Basic Operation ★★★★★
Internet & Email ★★★★★

LANGUAGES

English ██████████ 100%
Hindi ██████████ 100%
Malayalam ██████████ 100%
Arabic ██████████ 60%

PROFILE SUMMARY

Experienced professional with a combined background in security guarding and financial services. Possessing five years as a security guard in the UAE and three years as a Relationship Executive at 'Federal Exchange.' Skilled in reconciliations, cash handling, document control, and proficient in Microsoft Office. Strong attention to detail, problem-solving abilities, and commitment to maintaining security and compliance.

ACADEMIC CREDENTIALS

BA - ECONOMICS | 2019 – 2022

- Capital University

HIGHER SECONDARY – SCIENCE | 2008 – 2010

- Board of Higher Secondary Examination, Govt. of Kerala, India
- Government Higher Secondary School, Kerala, India

EMPLOYMENT CHRONICLE

RELATIONSHIP EXECUTIVE | Jul 2021 – Present FEDERAL EXCHANGE, ABU DHABI, UAE

- Providing personalized assistance to clients by offering tailored solutions and recommendations to meet their financial goals.
- Executing currency exchange transactions accurately and efficiently while ensuring compliance with regulatory requirements.
- Demonstrating proficiency in reconciliations to ensure accuracy and consistency in financial records.
- Applying skills in cash handling procedures, and maintaining strict adherence to security protocols.
- Drawing from experience in security guarding to provide a safe environment for clients and staff.
- Exhibiting proficiency in the Microsoft Office suite, utilizing various applications for administrative tasks.
- Applying knowledge in document control procedures to ensure proper organization and management of essential records.

SECURITY GUARD | May 2016 – Jun 2021

TRANSGUARD SECURITY SERVICES, ABU DHABI, UAE

- Documented all concerns and incidents and reported them to a senior supervisor.
- Observed activities via surveillance cameras and called for backup.
- Maintained a safe environment by monitoring and controlling building equipment and systems.
- Ensured the safety of premises by actively controlling and monitoring building equipment and systems.

DRIVING LICENSE DETAILS

Holder of valid **UAE** Driving License

Class of Vehicle: LMV

Category : 3

Holder of a valid **Heavy Indian**

Driving License

INTEREST



Music Travelling Reading Football

REFERENCE

- Available upon request

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a customer-focused approach skills include patience, attentiveness, and positive language.
- **ORGANIZATION** - Helping others, and organizing a to-do list. Prioritizing tasks by the deadline for improving time - management.
- **MANAGEMENT** - Management skills to direct others and review other's performance.

PERSONAL DOSSIER

Gender : Male
Date of Birth : 08-09-1992
Marital Status : Married
Nationality : Indian

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

VISHNU THILAKAN

