



Al Karama, Dubai UAE



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OBJECTIVE:

"To secure a challenging position in a reputable organization to expand my learnings, knowledge and skills."

EDUCATIONAL BACKGROUND

BACHELOR OF ENGINEERING

Anna University @Tamil Nadu, India
Graduate **UAE ATTESTED DIPLOMA**
2014 - 2018

ST. STELLA'S MATRIC HIGHERSEC SCHOOL

Tamil Nadu, India (2014)

STELLA'S MATRIC HIGHERSEC SCHOOL

Tamil Nadu, India (2012)

AWARDS/CERTIFICATE/TRAINING RECEIVED

BEST EMPLOYEE OF THE MONTH

From Deniba International Exchange

ANTONY ASHOK JEYARAJAN

PROFESSIONAL HISTORY

REMITTANCE CASHIER

Dubai, United Arab Emirates

February 2023 - PRESENT

DENIBA INTERNATIONAL EXCHANGE

- Knowledgeable with the remittance services and products like Telex Transfer, TransFast, MoneyGram, URemit, I-Remit, Prabhu, Instant Cash API, Al Ansari's Cash Express and Worldwide Express.
- Receive and process remittance requests from customers or clients. Verify the accuracy of transaction details, including KYC details of the remitter, beneficiary information, account numbers, and amounts to be transferred.
- Enter data into the remittance system or software accurately and efficiently.
- Convert foreign currencies accurately based on prevailing exchange rates. Calculate fees, commissions, and applicable charges related to remittance transactions.
- Upsell various products like Wage Salary Protection and other insurance remittances.
- Create and process WPS file opening registrations, salary disbursements, claims and VAT payments.
- Issuing and processing C3 cards and dirhampay cards.
- Handling all customer grievances providing best solutions within the company policy.

BRANCH COMPLIANCE OFFICER

INCHARGE

Dubai, United Arab Emirates

February 2022 - PRESENT

DENIBA INTERNATIONAL EXCHANGE

- Assist in day -to- day administrative tasks and back-office operations.
- Act as the primary liaison officer inside the branch coordinating to AML Compliance Officers from Head Department for customer screening purposes.
- Respond to their enquiries through emails and call customers if needed to collect some other information.
- Ensuring strict adherence to AML policies stipulated by the Central Bank of the UAE.

SKILLS & CAPABILITIES

- Knowledgeable of Microsoft Word, Excel, PowerPoint, Outlook
- Typing Speed with 45-50 WPM
- Printing, Scanning, Photocopying, Faxing, Telephone Handling, Email sorting
- Flexibility, Adaptability, Motivation, Time-Management, Career-Focused
- Goal Oriented, Interpersonal
- Leadership and Management
- Teamwork and Collaboration

LANGUAGES

- English
- Hindi, Tamil, Malayalam
- Basic Tagalog
- Basic Arabic

HOBBIES & INTERESTS

- Photography
- Learning Foreign Language
- Reading books
- Web surfing
- Social media
- Travelling

REFERENCE

1. SALEEM U MANJESHWAR
Manager (Deniba Int'l Exchange)
971558748851
2. ANSHAD ASHRAF
Reposting Officer (Deniba Int'l Exchange)
971505475192

- Collecting and providing data such as CDD and EDD forms, Third-party transaction, Declaration forms and transaction vouchers for auditing purposes.
- Prepare and submit regulatory reports, including suspicious activity reports (SARs), to the appropriate authorities.
- Maintaining accurate records and documentation of AML activities, including customer information and transaction records, in accordance with regulatory requirements

CASHIER

Tamil Nadu, India

June 2019 – November 2021

TATA MOTORS LIMITED

- Receive payments from customers for products and services, including cash, credits/debit cards, and electronic payment methods.
- Accurately calculate and process transactions, ensuring that customers are charged the correct amount. Handle exchanges, returns, and refunds following established company policies.
- Greet customers in a friendly and professional manner. Address customer inquiries, provide information about products and services, and assist with any concerns related to payments.
- Identify opportunities to promote additional products and services to customers during the checkout process, contributing to increased sales and customer satisfaction.
- Operate the POS system, scanners, and other equipment efficiently to record transactions, process payments, generate receipts, and maintain a clear record of daily sales.
- Maintain the cash register and ensure appropriate levels of change are available. Reconcile cash drawer at the beginning and end of shift, following proper accounting procedures.
- Keep accurate records of daily transactions, including sales returns, and any discrepancies.
- Prepare and submit daily reports to the finance department.

DECLARATION

I acknowledge that all the details mentioned above are true and to the best of my knowledge.

Antony Ashok Jeyarajan