

JIJIN THAZHATHU VEETIL

PROFESSIONAL SUMMARY

Smart Bank Teller with outstanding knowledge to develop and maintain healthy customer pipeline. Consistently works to attract new business opportunities. Talent in administrative oversight and customer service, seeks solutions to problems and applies extensive analytical knowledge to findings. Adept at multi-tasking, leading group discussions and managing projects.

WORK HISTORY

SUPERVISOR/BANK TELLER, 01/2020 to 02/2024

REDHA AL ANSARI EXCHANGE - UNITED ARAB EMIRATES

Duties & Responsibilities

- Ensuring transactions are completed in an efficient manner with a high level of accuracy.
- Exchanging currency, receiving and paying out money, issuing receipts and validating currency.
- Directly reports to managing director (Daily / Monthly) reports guides staff and other clerical works.
- Training newly hired staffs assigned to the branch.
- Maintains good relationships between the customer and introduces new products that the company is offering.
- Disseminate information by using the telephone, mail services, web sites and e-mail

BRANCH HEAD, 10/2018 to 06/2019

AHALIA EXCHANGE AND FINANCIAL SERVICES PVT LTD - INDIA

- To lead a team of approx, 4 people, also to guide and monitor them and to achieve desired goals and to achieve targets in different products like forex, remittance and loans and overall surplus of the branch as per the rules and regulations of the company and RBI
- Also to do important accounting entries in system and periodical/random checking of accounts, physical cash and other valuables like gold etc
- In branch and to ensure smooth functioning of the branch in every sense
- Also to do entire branch administration and to plan and implement various business development activities like bank visit, HNI visit, road show, door to door marketing flyers distribution etc.

ASSISTANT BRANCH MANAGER, 02/2018 to 09/2018

AHALIA EXCHANGE AND FINANCIAL SERVICES PVT LTD - INDIA

- Prepared examined, analyzed records financial statement and other reports
- Preparation and input of month end and closing journal vouchers

CONTACT

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SKILLS

- Microsoft office
- Excellent time management
- Adaptive
- Leadership
- Interpersonal
- Banking

PERSONAL DETAILS

Date of Birth / Age: 22-08-1992

Nationality: India

Marital Status: Married

Visa Status: Visit Visa

- Cash Handling
- Money Transfer –Inward (Xpress Money, Money Gram, Instant cash), Foreign Currency Buying and Selling
- Responsible for Personal Loan, Vehicle Loan, and Swift Transfer
- Overall filing of documents and keeping updates
- Maintaining the cashbook and ledger accounts
- Preparation of KYC forms as per the norms.

JUNIOR OFFICER, 03/2015 to 08/2017

UAE EXCHANGE AND FINANCIAL SERVICES PVT LTD - INDIA

- Foreign Exchange
 - Bulk cash Handling
 - Preparing Bank Reconciliation Statement
 - Money Transfer –Inward (Xpress Money, Money Gram, Instant cash), Foreign Currency Buying and Selling
 - Responsible for Personal Loan, Vehicle Loan, and Swift Transfer
 - Overall filing of documents and keeping updates
 - Maintaining the cashbook and ledger accounts
 - Preparation of KYC forms as per the norms.
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CERTIFICATIONS

- AML and CFT training in Kollam, India
 - Sales and Branch Operations training in Kollam –India
 - Product training Forex, Travel and tours and gold loan in Kollam, India
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LANGUAGES

English:

Hindi:

Tamil:

Malayalam:

EDUCATION

BBA, 04/2014

Madurai Kamaraj University - Dindigul, Tamil Nadu

Plus Two, 04/2011

Board of Higher Secondary Education - Kerala, India

SSLC, 04/2008

Board of Public Examination - Kerala, India

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DECLARATION

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