

## LIJU SASIDHARAN

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📞 +971552977819

📍 Flat No. 101, Dhia Caf Bldg, Rolla, Sharjah. Al Medfaa Street



### Objective

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To obtain enough knowledge in whatever position I will be working for and able to enhance my skills thoroughly and specially to become an asset of the company. I am now keen to expand my professional ability and to seek new challenges in my career, to serve a progressive and client care-oriented establishment and my professional peers.

### Experience

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04 / 2020 - Present

#### Al Dahab Exchange

Branch Incharge

Courses completed: Advanced Anti-Money Laundering & Counter Terrorism Financing  
KYC/AML-CDD/EDD/Remittance-Inward and Outward Transactions/FC

Fulltime, Banking, Currency, and financial services

- \*Supervise the staff and branch operations.
- Ensure the highest standard of Customer service.
- \*Responsible for the money or any other valuables entrusted by the company.
- \*Adhere to front office procedures and controls all the time.
- \*Ensure that the company AML policies and procedures are strictly adhered to.
- \*Investigate and monitor suspicious financial activities.
- \*Balancing the cash at the end of the day and preparing the necessary reports

02 / 2017 - 04 / 2020

#### Al Dahab Exchange

Cashier cum Marketing Executive

Full time, Banking, Currency, and financial services

- \*Executes foreign currency transactions.
- Provide foreign currency exchange services.
- \*WPS registration and processing.
- \*International Payout
- \*Customer Service
- \*Investigate and monitor suspicious financial activities.
- \*Marketing

2015 - 2016

#### QUICKBIZ IT SOLUTIONS

OFFICE ADMIN & D C

Worked as Q. C for International Client supporting and Document Controlling Team, maintaining all administrative works in Office Premises including Reception Area and handling Customer care management international delicate.

2007 - 2015

#### FIRST AMERICAN CORPORATION (INDIA) -BANGALORE

OFFICE ADMIN, D C & SENIOR EWB EXAMINER

Worked as part of a team and supporting the office. Responsible for the day-to-day tasks, Customer Care Management and administrative duties of the office including covering the Team Management, supports human resources department by screening the applications.

2006 - 2007

**Modern Bombay Cafe Hotels in Bangalore**  
SUPERVISOR

2004 - 2006

**Bajaj Automobiles**  
Senior Consultant and Customer Relationship Manager

**Rewards And Recognition:**

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Two times Best Employee and Best EWB Examiner. (From US Head Office).  
AML Training completion certificates from Al Dahab Exchange

**Education**

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(1999-2002)

**MSM College Kayamkulam, Kerala.**  
Degree

(1997-1999)

Pre-Degree  
TKMM College Haripad, Kerala.  
SSLC .  
VBMHSS, Kayamkulam, Kerala

**Skills**

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Casmex & Wupos

MS OFFICE (Word, Excel and Power Point)

**Languages**

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English

Hindi

Malayalam

Tamil

Kannada

**Personal Details**

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Marital Status : Married

Nationality : Indian

Passport : S2008729

Gender : Male

**DECLARATION:**

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I hereby declare that the details furnished above are true and correct to the best of my knowledge.

**PLACE**

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SHARJAH