

**Present Address:**

Mr. RAJASEKAR,
Abudhabi,
UAE

Mob-050-7590366**Email:**

r.sekar76@gmail.com

Personal Information:

Date of Birth :

14/09/1976

Nationality :

Indian

Marital Status:

Married

Languages Known

English, Hindi,
Malayalam, Tamil

**UAE Visa Status:
Company Visa****UAE-Driving license****Goal**

Pursuing a seemly position in the field of Banking and Finance, Exchange house where my major experience have been tested for years and also to process, manage, execute responsibilities on time. To be a good team player in a field where I can use my resources to its fullest potential so as to bring progress to the organization and for the development of myself.

Strengths

- Quick-witted, Focused and Achievement oriented.
- Self-motivated with good interpersonal and communication skills.
- Flexible and belief in team work.
- Hardworking and dedicated to the company's objectives.
- Manage stressful situation and formulating possible solutions
- Optimistic mindset about work

Achievements

- Service excellence award in **2007, 2011 and in 2012.**
- Appreciation letter from VP operations in customer satisfaction survey in **2008.**
- Certificate of Recognition in customer service week **2011 and 2012, 2013**
- Certified for generating highest number of new business leads
- Certified for issued maximum number of PAN cards
- Certified for Branch compliance officer
- Certified for well-maintained corporate accounts
- Certified for Highest Remittance
- Awarded for best cashier

Academics

- Master of Commerce: June 2001 – May 2003, P.M.T. College, Manonmaniam Sundaranar University, Tamilnadu, India.
- Bachelor of Commerce: June 1997 to May 2000, St. John's College Manonmaniam Sundaranar University, Tamilnadu, India.
- Technical: Diploma in Office Administration.

Computer Awareness

- Microsoft Office Tool :Word, Excel, PowerPoint
- Peach Tree
- Amigo System
- Java System
- Tally

Career History :-

Ahalia Exchange

Nov-2017- till date

Branch Manager

Key Responsibilities:-

- Promoting and marketing the branch and its products
- Meeting with customers and resolving any problems or complaints.
- Ensuring there's a high level of customer service
- Monitoring sales targets
- Reporting to head office.
- Maintain, manage and monitor all customer related operational issues
- Develop and execute branch sales strategies to maximize revenues
- Ensure coordination between sales, marketing, accounts and administrative departments.
- Develop and communicate business strategies to the branch staff
- Branch Performance
- Daily operational activities
- Staff Duties
- Branch Keys information & Updation
- Proper Communication to all Departments
- Monitoring & Co-ordinate Staff Activities
- Online Transactions Dealing with Offshore Customers , Existing Customers ,new Customers
- All the Staffs salaries & Incentives are processing through the branch
- Collecting the Bounced Cheques from the bank
- Follow up with Dormant Customers
- Sending the Message & Sending the emails to the Customers.

- Every month there is a new initiative taken by the branch to improve daily business.

Career History :-

Arab Link Exchange (ADIB)

March-2016- Nov

2017

Branch Manager

Key Responsibilities:-

- On time monitoring of branch accounting and cheque clearance to release the transactions on time besides submitting the monthly reports without delay
- Handling WPS registration procedures and assisting clients on processing their salary using WPS system
- Ensuring smoothing functioning of branch operations like cash purchase, sales, holdings and error-free completion of product cycles.
- Timely monitoring marketing activities to corporate targets and corporate segments
- Training staff in customer service and other operational activities
- Preparing reports on PMS and target achievement of employees and sending the same to management

Arab Link Exchange (ADIB)

March-2015 - Feb2016

Business Development Manager –Retail & WPS

- Maintain and develop good relationship with the Customers through personal contact or meetings or Via Telephone Etc.
- Must act as a bridge between the company and its current market & Future markets
- Build customer pipelines for expected business
- Solicit existing and new customers for business opportunities

- Promote and sell the company products
- Offer discounts and deals where appropriate
- Implementing sales and marketing strategies and Plans.
- Identifying Prospective Clients and then contacting them.
- Keeping abreast of Changes in the market place and watching competitor activity.
- Replying to all customer enquiries in a timely and accurate manner.
- Writing up sales reports, activity reports and revenue forecasts.
- Achieving the monthly Target
- Monitoring the branch transaction
- Marketing activities in the camp
- Daily reports submitted to Department Head.

360 Arc Group

Feb-2014 –Feb-2015

Senior Accountant

- Ensures financial records are maintained in compliance with accepted policies and procedures
- Preparation of monthly reports consisting of Aging of Monthly Accounts Receivable and Accounts Payable Outstanding, Project Monitoring and Cash flow
- Follow up Clients for payment, and dealing with Suppliers payments.
- Bank Reconciliations
- Preparation of month-end schedules
- Maintaining month end files
- Ensure corrective actions are taken based on reviews by relevant depts.
- Preparation of Quotations, Invoices and Local Purchase Order
- Preparation and Issuance of Voucher
- Generate recurring journals
- Recording Transactions to Peachtree accounting system

- Maintain Fixed Assets Register (additions, retirements and transfers) and run depreciation
- Create journals through by Peachtree
- Encoding of Petty Cash Disbursement
- Job Costing Preparation (Budget VS. Actual)
- Preparation of Monthly Payroll for Staffs and processing of WPS

U.A.E. Exchange Centre LLC

Feb 2005 - Jan 2014

BRANCH IN- CHARGE: 2013-2014

- Monitoring daily local & foreign remittance transactions for customers
- Build Relation through visits and meetings if required. Give priority to High Net Worth clients.
- Use networking and references. The aim should not only be to identify clients but also tap and retain such customers.
- Interaction with the customers regarding company's products & services and get maximum number of sale in the particular corridors
- Stress on the importance of Customer Delight rather than Customer Satisfaction
- Maintaining an effective and timely complaints management process

Branch Supervisor -2012-TO-2013

- Supervise all operational aspects at the counter
- To assist all staff during the day to day operations of the branch
- Arranging training facilities and opportunities to all new staff on the operations of the counter
- To supervise the physical verification of cash by the Cashiers.
- Ensure that the branch safe holds cash within the limits of the branch
- To check the accuracy of the Cash Tally Sheet prepared by the Cashier with the physical cash, if in case of absence / non-availability of the Manager.
- To ensure that all transactions that comes through for approval are genuine and all the requisite documents and details are provided.
- If in the case of the absence / non-availability of the Asst. Manager, to monitor the rate board on a timely basis.
- Updating rate sheets on a regular basis (draft rate & fc rate)
- Ensuring that optimum balance is maintained in the branch
- Contacting nearest branches via mail of telephone if any Currency shortfall arises.
- Maintaining staff movement register

- Monitoring daily funding activities
- Spreading awareness to the staffs about the new products and services and their SOPs
- Authorization of high value transactions.

CORPORATE DESK:-2011-TO-2012

- Undertaking corporate registration.
- To liaise with corporate clients and handling their queries
- Verification of the transactions made and to ensure that it gets settled on time.
- Buying and selling of foreign currencies with corporate clients.
- Visiting corporate clients on a monthly basis, thus by ensuring that the transactions made are genuine and legitimate.
- Handling swift enquiries.
- Guiding customers for processing online transactions.

ACCOUNTS-2011-TO-2012

- Reconciliation of Daily Activities.
- Updating of Branch accounts regularly.
- Preparation of reports relating to Claims statement ,Courier shipment, Depreciation of Fixed assets, Cash short recovery, Salary sheet , Travelers' cheque
- Reporting the Statement to Head Office.
- Monitoring the Bank reconciliations statement and un reconciled credits.
- Tallying the transactions done through credit cards with the back office system.
- Checking the national bond reports and tallying it with the back office system.
- Tallying all the transactions done in Cheque mode with the XCQ & BO system.
- Monitoring the group balance on a monthly basis.
- Rectification of double payments made and following it up with the banks on monthly basis.
- Verification of amounts pending with the debtors and creditors.
- Monthly preparation of journals and making the adjustments necessary.
- Collection of cash short and excess from the cashiers with in 24hrs.
- Monitoring the expenses as per the budget of the branch.

Compliance Officer -2010- TO -2011

- Monitoring day-to-day transactions of the branch for any unusual / structured / suspicious / blacklisted ones and report the same to the Chief Compliance Officer
- Providing necessary education to other staff on AML (Anti Money Laundering) and KYC (Know Your Customer) policy and procedures
- Performing more extensive due diligence for higher risk amounts / customers and include pro-active monitoring for any suspicious activities
- Safe keeping of the relevant documents of the branch
- Archiving and maintenance of all related documents in order to be able to retrieve the same as and when required.
- Escalation of any discrepancies to the CCO arising from the above

Chief Cashier - 2005 to 2010

- Accepting Foreign Currencies and Remittances and travelers cheques.
- Monitoring and fixing currency rates according to the market rates.
- Ensure the rates are updated in the rate board.
- Checking Forged notes.
- Responsible of transferring foreign currency and local currency to Head Office Forex Division after keeping required stock at branch for daily Business.
- Arranging required funds for the branch.
- Giving cashier training to new staffs.
- Ensuring all foreign currency transactions are processed as per anti money laundering policy.
- Ensuring the working condition of security alarms.
- Accumulate funds in the branch to a centre point.
- Verifying the working conditions of UV lamps in the branch.
- Ensuring timely change of safe password.
- Verifying all branch transfer out and transfer in funds.
- Ascertain the funds available in the branch during working hours are in safe custody.
- Arranging funds to other branches as per their requirements.

PRODUCTS HANDLED:

- Demand drafts, Swift Transfers, Western Union Money Transfer, Xpress Money, Cash Passport Money Transfer, and Travelex Money Transfer, National Bonds, Mashreq Millionaire, Fly dubai, Air Arabia, Mobile Recharge, Cash U First Gulf Bank Saving Certificate, Go

Cash,

RAMACHANDRAN AND SONS(Tamil Nadu-India)2000-2001

Worked as an accountant in Auditing firm.

I hereby declare that the above information provided is true and correct to the best of my commitment.

YOURS FAITHFULLY

Rajasekar