



NOUFAL EDAKAIL KOUVALIL



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Abu Dhabi, UAE 001



INDIAN



LIGHT VEHICLE

EDUCATION

Master of Business Administration:
Finance and Production
Bangalore University, INDIA,
2014

Bachelor of Business
Administration: FINANCE
SPECIALIZATION
Mangalore University, Finance
and Production, 2012

LANGUAGES

English

Advanced

Hindi

Native

ACCOMPLISHMENTS

- Selected as a "Best Employee of the Month, in a Region" three times in my career Period for making maximum number of transactions. for outstanding customer service.

SKILLS

PROFESSIONAL SUMMARY

Detail-oriented professional seeking opportunity to gain experience in banking. Possesses excellent time management, organizational and multitasking skills. Focused on building customer loyalty and satisfaction. Detail-oriented team player with strong organizational skills. Ability to handle multiple projects simultaneously with a high degree of accuracy.

WORK HISTORY

May 2018 - Current

AL FALDAN EXCHANGE - Teller Officer- Branch compliance officer, ABU DHABI, UAE

- Verifying the RVF and SOF.
- Collecting all customer details for KYC.
- Registering corporate customer and Verifying all documents for compliance procedure.
- Checking the whether the customer making structuring.
- Dealing with big notes.
- Suspicious transactions reporting to compliance department.
- Collecting and Filing EDD and CDD .
- Checking threshold limit of customers.
- Sending daily reports to coplience.
- Dealing with foreign currency buying and selling.

October 2015 - May 2018

PROGOTI EXCHANGE CO - TELLER,CASHIER &MARKETING EXECUTIVE, ABU DHABI, UAE

- In charge of the Counter Staff.
- Dealing with big notes and arranging cash for deposit in bank.
- In charge of Western Union Department and verifying its Reports and Transactions.
- Work for AML to checking and collecting KYC documents from required Customers.
- Handles inquiries and complaints from clients/remitters and from our branches.
- Prepares an amendments/cancellations of remittances as per our manager's approval.
- Authorized for the first approval of transactions/remittances before sending it to our different tie-up banks.
- Authorized for checking/ verifying/ reviewing all our daily telex transfer remittances prepared.
- Supervising the Cashier's daily balancing and closing.
- Dealing with foreign currency.

May 2014 - June 2015

A R GOLDEN STORES - IN CHARGE & CASHIER, INDIA, INDIA

- Dealing with cheques.
- Dealing with big notes.
- Ordering for bulk items.
- Dealing with customers as well as suppliers.
- Arranging cash for bulk orders during of market demand for a product.
- Giving salaries for staffs.

- Cross-selling expertise
- Banking ethics
- Bilingual in English, Hindi, Malayalam and Tamil
- Math aptitude
- Banking
- Compliance, banking laws and regulations

- Giving cash for suppliers as bill to bill.
- Informing the suppliers in case of shortage and damage of product.
- Informing customers about new product.