

MANOHARAN P



CONTACT

 RAK,UAE
 +971 551562105
 manoharnambiar@yahoo.co.in

SKILLS

Problem-solving
Managing
Leadership
Working under pressure
Operational excellence
Willingness to learn
Complaint handling

LANGUAGES

English
Hindi
Malayalam

COMPUTER PROFICIENCY:-

Familiar with MS Office,
Adobe PageMaker.
Worked with Windows 98, 2000, XP

SUMMARY

Experienced Operation professional with more than 15 years of experience in Customer Service. 10+ Years of expertise working with a reputed exchange house functioning in UAE. Comfortable working with people of all levels and having an excellent commercial approach to solving problems and developing business processes. Having proven people management skills, with the ability to manage performance and motivate staff on an individual and team level.

Now looking for a new and challenging managerial position, one which will make the best use of my existing skills and experience and also further my personal and professional development.

EXPERIENCE

- 1. Branch Supervisor, 2011 - Current**
Al Ahalia Money Exchange Bureau - Rak, UAE
I had joined in AL AHALIA MONEY EXCHANGE BUREAU in 2011 and working as a branch supervisor to this date.
Job responsibilities as Branch Supervisor
Supervising Outward and Inward Remittance, Authorization, Branch Supervision, Ledger Updating, and Petty Cash Updating.
 2. Foreign Currency exchange.
 3. Journal Entry File Updating, Counter Supervision, Bank Corresponding.
 4. Customer Service, Complaint Dealing, Corresponding With Head Office.
 5. Updating Day-to-Day Market Rate.
 6. Handling the WPS wage protection system.
 7. WPS Updating To Ministry Of Labor.
 8. Complaint Handling With Customers.
 9. Making Of Roll Cards for Customers.
 10. AML antimony laundering.
 11. Arranging Branch Meeting Report.
 12. Updating Triple Delegation Chart.
 13. Central Bank Circular, Checking and Updating.
 14. Handling Police And Court Complaint Related With Customers.
- 2. Branch Manager, Ahalia Money Exchange Company-Kannur, India(2006-2010)**
- 3. Worked as Store in charge in Mauritius(2000-2005)**
- 4. Worked as technician Y.S.Incorporation, Japan(1997-2000)**
- 5. Worked as technician trainee in Keltron (1996-1997)**

EDUCATION

BACHELOR'S DEGREE IN COMMERCE

ITI Course from Government ITI, Kannur

PERSONAL DETAILS

Date Of Birth:14/01/1971

Pass Port Number: W0388959

Pass Port Expiry Date:16/05/2032

Visa Status: Active residence visa

Visa Expiry Date: 27/02/2025

References

1. **BYJU VALLIAD -BRANCH MANAGER FEDERAL EXCHANGE**
971553848947
2. **ASHA PRAKASH- Admin manager. Diesel com. Ajman**
971566188740
3. **ROOPESH-FOREX CASHIER AHALIA EXCHANGE SHJ BRANCH**
971588628096

Declaration

**I hereby declare that the facts given in the resume are correct to the
my knowledge and belief.**

MANOHARAN P