



BRANCH SUPERVISOR

CONTACT

+971 56 2984868

jayaponnu2021@gmail.com

Moorikunnath house,
Palappuram, Ottapalam
Palaghat

Current Location : Dubai

SKILLS

Microsoft Word,

Microsoft Excel,

Microsoft Power Point,

Microsoft Office Picture Manager,

Documentation,

Data Entry, Telecalling,

Keyboarding Skills,

Office Management,

Able to use office equipments like Xerox,

Scanners, Printers and Computers.

LANGUAGES

English

Malayalam

Hindi

JAYASEETHA MURALIDHARAN

PROFESSIONAL SUMMARY

Results-oriented finance professional with a proven track record in financial analysis, strategic planning, and risk management. Possessing a strong analytical mindset and attention to detail. 15+ years of experience in customer service and cash handling in money Exchange operations /Administration.

EDUCATION

BACHELOR OF COMMERCE(Banking)

Nababharat Shiksha Parishad, Orissa

HIGHER SECONDARY EDUCATION

Board of Higher Secondary Education Gov. of Kerala

HIGH SCHOOL EDUCATION

Board of Secondary Education Gov. of Kerala)

PROFESSIONAL EXPERIENCE

Organization : Sharaf Exchange, Dubai,UAE
Period : March 2016 to till date
Designation : Office Supervisor

>> Managing the entire office operations of the Branch.

>> Authorizing the financial transactions.

>> Customer Service & Customer relationship

>> Query and complaints handling

>> Cash handling including foreign exchange

>> Supervising the team assigned.

>> Assist Branch Manager in preparing reports and MIS.

>> Upsell and Cross Sell of various plans to customers

>> Petty cash management

Organization : Perfect General Trading LLC,
Dubai, UAE

Period : September 2013 to November 2015

Designation : Sales Promoter

CORE COMPETENCIES

- ✓ *Customer Service*
- ✓ *Cash Handling*
- ✓ *Forex Management*
- ✓ *Office Administration*

SELF ASSESSMENT

- ✓ *Open minded*
- ✓ *Problem solving attitude*
- ✓ *Systematic & organized.*
- ✓ *Willingness to learn and improve*
- ✓ *Positive approach*

PERSONAL DETAILS

DOB: 18-06-1979

Gender : Female

Nationality: Indian

Religion : Hindu

Father : Muralidharan Nair P

Mother : Girija M

Passport No.: M8454413

Date of Issue : 14/06/2015

Date of Expiry : 13/06/2025

Place of Issue: Dubai

Visa Status : Employment Visa

Visa expiry date :15/02/2026

UAE Driving License No:333455

HOBBIES

- Listening Music
- Swimming
- Traveling

Organization : Al Hooth Group, Ajman,UAE
Period : July 2010 to August 2013
Designation : Assistant Accountant

>> Preparing of Journal & Ledger Entries

>> Auditing financial books of parties

>> Daily cash inflow and outflow management

>> Bank reconciliation

>> P&L Reporting

Organization : Max New York Life Insurance Co Ltd, India

Period : January 2007 to January 2009

Designation : Customer Service Executive

>> Processing New Business applications

>> Policy Owner Servicing

>> Customer Servicing and complaints management

>> Office administration

>> Cash Counter management

>>Renewal premium follow up to maintain the persistency

DECLARATION

All the information provided in this resume is true to the best of my knowledge and belief.

JAYASEETHA MURALIDHARAN