

# JITHU KRISHNA



## **Personal Details**

Abudhabi, United Arab  
Emirates 307501  
+971563075467  
jithukrishna03@gmail.com

## **Skills**

- AML Softwares
- Microsoft Office Word
- Excel
- CASMEX Financial Software
- UAEGoAML
- Account reconciliation
- Microsoft Office proficiency

## **Education**

University of Kerala  
MBA: HR and Marketing  
08/2015

University Institute of  
Technology  
BBA  
06/2013

## **Summary**

6 years of experience in UAE financial industry having knowledge in AML Compliance , Branch Operations , Customer Service , Front end and Back end experience , able to handle and work under pressure.

## **Experience**

### **Admin Officer**

Federal Exchange | Abudhabi, United Arab Emirates | Oct 2016 - Current

- Extensive experience in the area of reconciliation, process mapping and AML, has strong knowledge in back end and front end works of an Exchange House
- Ensure all branch functions are carried out in accordance with laid down procedures and policies;
- Upload and authorize of remittances by checking rates, according to balances of correspondent accounts;
- Entering deal, fund transfer and WPS entries and other JV's;
- Prepare end-of-day report;
- Setting the rates according to rate received;
- Maintaining filing system for remittance, BRS, deals, cash deposit from Central Bank, agreements with Banks, payments
- Attending customer queries for their credit status;

### **HR Executive**

Apricotz Info Park | Kochi, India | Mar 2015 - Feb 2016

- Reviewing resumes and applications
- Conducting recruitment interviews and providing the necessary steps during the hiring process
- Maintaining HR records, such as those related to compensation, attendance, payroll etc
- Managing work place safety issues
- Training new employees

- Preparation of Salary statements
  - Preparing and submitting of all relevant HR letters, documents, and certificates as per the requirements of employee
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### ***Language Proficiency***

English:

Malayalam (Native):

Tamil (Native):

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### ***Personal Information***

- Date of birth: 12/13/92
- Nationality: India
- Visa: Valid UAE Residence Visa