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| *LIJI*  [*LIJI.337325@2freemail.com*](mailto:LIJI.337325@2freemail.com) | C:\Users\SUKESH\Desktop\IMG_20150319_191707_edit1.jpg |  |

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| **career profile** | | | | | | | | | |
|  | | Over all Ten years of experience in different sectors such as Financial Institution, Women’s commission, Research Organization etc. To establish the concept of quality and excellence as a catalyst for strong business growth and reputation. Seeking a position to implement acquired business expertise by assistance in developing and maintaining the excellence culture by ensuring maximum success in the business unit and chart a mutually beneficial growth path with a dynamic organization. | | | | | | | |
| **Key skills** | | | | | | | | | |
|  | | | * Counselling and guidance * Motivating Staff * Customer Service * Budget Preparation/Administration * Communicating effectively at all level * Team Building & Management | | | | * Team Building & Management * Calibrate understanding on business Excellence * Human Resource Management * Strategic Planning * Anti-Money Laundering | | |
| **work history** | | | | | | **Educational Qualification** | | | |
| **Branch Supervisor**  **HR Generalist Officer**  **FC Cashier**  **AML Specialist**  **Corporate Officer**  **UAE Exchange Centre L L c**  **Sharjah**, **UAE** | | | | **C:\Users\SUKESH\Desktop\UAE XCHANGE.jpg** | |  | | **Master of Social Work**  Calicut University  Kerala, India  **BA Functional English with journalism**  **Calicut University**  Kerala, India  **Education Counseling**  **Gulf Medical University**  Ajman , U A E | |
| Dec2007 to June 2016 | | | |  | |  | |
| **Family Counselor**  **Kerala state Women’s commission**  **Research Associate**  **Centre for Socio economic &environmental Studies** **Kochi India** | | | |  | | **Technical expertise** | | | |
| **MS Office**  Word, Excel, PowerPoint, Outlook & | | | |
| **Languages** | | | | | | **personal information** | | | |
| English  Hindi  Malayalam  Tamil | Read write & speak  Read write & speak  Read write & speak  speak | | | | Excellent  Good  Excellent  Good | Date of Birth :  Marital Status :  Visa Status : | | | 24 Feb 1980  Married  Husband Visa &Transferable |
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| **professional accomplishment** | |
| **Branch Supervisor**  **UAE Exchange Centre**  **FC Cashier &Teller**  **UAE Exchange Centre**  **Anti-Money Laundering Specialist**  **UAE Exchange Centre**  **Corporate Officer**  **UAE Exchange Centre**  **Human resource Generalist**  **UAE Exchange Centre**  **Family Counselor**  **Kerala State Women’s Commission**  **Child line Nodal organization**  **15 Days placement**    **Research Associate**  **Centre for Socio economic & environmental Studies**  **Certificate Attained**  **Training Attended** | * Assist the branch head to carry out of the branch within the powers duly delegated by the BH. * Ensure all security aspects of the branch are intact * Ensure all registers are up to date. * Assist the cashiers in verifying and sorting the cash for funding. * Proper staff management and leave management. * Constantly motivate the staff to keep up the premium service levels. * Job rotations must be ensured among the staff members. * Prepare reports for the manager on monthly activities, overall performance of the staff and the future plans. * Monitor individual staff performance and help them to successfully overcome the areas to be improved. * Assist in preparing the budget of the branch for the year. * Prepare sub targets for the staff, based on the targets obtained from BH. * Purchase and sale of Foreign Currencies. * Trading in foreign currencies with Bank. * Coordinating with Finance department for fund management. * Correctness of the amount. * All requisite documents are attached. * Beware of fake note (Use MRI guides, UV Lamps and check water marks, security threads etc. of the notes for the genuineness). * Monitoring day-to-day transactions of the branch and report any unusual/ structured /suspicious transactions to the A M L Departments. * Educating the branch staff on AML & CFT policies and procedures. * Safe keeping of the relevant A M L Compliances, KYC transaction documents in the branch. * Strict monitoring of high value transactions, receive money transaction and customer registrations form must be ensured. * To make new Corporate Relationships and maintain the existing corporate relationships. * To ensure that all the registrations are complied with policy for corporate business and AML regulatory guidelines. * To make the registration documents available to all stakeholders for the purpose of business and auditing. * To prepare and maintain the detailed list of all the corporate customers in the branch with proper updates. * Inform staffing logistics and take responsibility for recruiting staff for the organization. * A key responsibility for a Human Resources Generalist is the personal and professional development of the organization’s personnel, which involves employee orientation, development and training. * Ensure employee welfare, safety, wellness and health and counselling is an important area of work and involvement in the development and implementation of policy documents and handbooks that can be referred to by employees. * Prepare the compensation and benefits systems that fit the company’s HR responsibilities. * Ensure to analyze and present information in such a way that is understood by everyone within the organization from the Chairman to the cleaning staff. * Performance and rewards focuses on- Design and develop compensation frameworks and policies / Design effective compensation and reward framework. * Information regarding the leaves, policy, procedures, and related forms. * To help families improve relationships and cope with difficult situations such as divorce, illness or death. * Guide families through the counseling process, by helping them identify problems, set goals and find solutions to their troubles. * Guidance in a crisis situation, such as neglect, substance abuse or violence, they may also recommend legal action. * Helping them understand how they approach problems and why the way they respond to conflict may make the situation worse. * To ensure effective networking and training of organizations associated with CHILDLINE. * The nodal organization ensures that the issues faced in responding to calls are addressed for the effective functioning of the service. * The organization has a city coordinator who coordinates Child line activities on behalf of the Nodal organization. * Collecting research oriented materials. * Preparing the questionnaire for the research. * Giving training to field investigators to elicit information. * Sorting and analyzing of the whole research and find out the feedback.      * Best Performing staff in the highest remittance counts for the year 2012 and 2013(UAE Exchange). * Best performing staff for an outstanding performance in Round for Remittance for the year2011.(UAE Exchange) * Certificate for the completion of the Supervisor Selection program. (UAE Exchange) * Certificate of participation for the Cashier training program. * Cashier Training * AML Training * Basic and Advance Course for anti – Violence * Supervisor training * Customer Service training * HR Training |
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| **Interests** | |
| Listening music, Travelling and Reading. | |
| **personal declaration** | |
| I hereby declare that all the facts mentioned above are true and correct as per my knowledge. If you feel that my background qualifies me for a position with your Organization. I shall appreciate a personal interview at your convenience. I sincerely believe that such a meeting would be mutually advantageous. I have every hope that you will give me a chance to work with your reputed organization. | |