**Vibin**



Position: Assistant Branch Manager

Experience: ​**6 years**

Educational Qualification: MBA in Finance and HR

Email: vibin-393212@2freemail.com

Current Location: Abu Dhabi, UAE



CAREER SUMMARY



* More than 6 years experience as Assistant Branch Manager in United Arab Emirates.
* About 2 years experience as Accountant in India



EXPERIENCE



**Assistant Branch Manager** Dec ’13 - Present

*Abu Dhabi, UAE*

* Monitoring the daily current currency rate in the market, settle on the buying & selling rate for each currency.
* Handling WPS registration procedures and assisting clients in processing their Salary.
* In charge of foreign currency deals and fixing the FC deals in competent rates.
* Providing fast, efficient and error-free remittance service to different countries.
* Handling customer enquiries, complaints, following up with them by providing accurate information to ensure resolution of products/service and maintain customer satisfaction in each stage.
* Timely monitoring marketing activities to corporate targets and corporate segments.
* Identifying, developing potential customer, or business.
* In the absence of Branch Manager, maintains communication between the branch and management by preparing daily, weekly and month end reports regarding operations and productivity.
* Formulates recommendations and provides feedback to the management regarding operational policies and procedures.
* Consistently received positive feedback from customers and created a repeated business by developing long term relationship with customers.

**Accountant** June ’11 – Mar ‘13

*Kerala, India*

* Verifying, allocating, posting and reconciling accounts payable and receivable.
* Producing error-free accounting reports and presents their results.



* Analyzing financial information and summarizing financial status.
* Provide technical support and advice on ​Management accountant​.
* Review and recommend modifications to accounting systems and procedures.
* Manage accounting assistants and bookkeepers.
* Participate in financial standards setting and in forecast process.
* Prepare financial statements and produce budget according to schedule.
* Develop and document business processes and accounting policies to maintain and strengthen internal controls.



EDUCATION

**Master of Business Administration (M.B.A)**



Mahatma Gandhi University, Kerala, India

**Bachelor of Commerce (B.Com)**

Calicut University, Kerala, India



CERTIFICATION COURSE

**SAP Business One Training Programme**​from Clockwork Academy



**Diploma in Computerized Accounting Packages**​from G-Tec Computer Education



COMPUTER PROFICIENCY



MS Office, Tally 9.0, & Peachtree



TRAINING ATTENDED

**Anti-Money Laundering (AML) Workshop**



Attended AML workshop on 12th July 2018, organized by the Foreign Exchange and Remittance Group (FERG).



PERSONAL PROFILE

|  |  |
| --- | --- |
| Date of Birth | : 04/04/1987 |
| Gender | : Male |
| Nationality | : Indian |
| Marital Status | : Married |
| Languages Known : English, Hindi, and Malayalam |
| Visa Status | : Employment (Notice Period – 15 days) |
|  |  |