

**Jenifer**

**Mob: C/o 971505891826**

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**CAREER OBJECTIVE:**

To make optimum utilization of my experience, knowledge and skills, for professional growth with the opportunities provided and to contribute in the best possible way for the betterment of the organization and self.

**PROFESSIONAL EXPERIENCE:**

**Al Ansari Exchange – U.A.E**

A leading and busy, exchange house in UAE with more than 100 branches across U.A.E.

**Duration** : June 2009 to till Date

**Designation** : Executive - Operation Dept (Remittances)

**Job Reponibilities and Duties:**

* Responsible for efficient and effective functioning of remittances team.
* Supervising individual tasks related to remittances within the department.
* Ensuring complete back office support with speed, accuracy and integrity to retain customer loyalty.
* Generating branchwise, countrywise, bankwise consolidated list of daily outward’s transactions for remittances.
* Reviewing and verifying individual transactions made by front offices with attached supporting documents.
* Rectifying and modifying transactions for any human error, based on evidences.
* Reaching out to individual customer, should there be any details provided is erroneous at the outset.
* Preparing bank transfers after verifying all parameters of accuracy.
* Transferring files to various international banks through mails, FTP or by bank website.
* Handling International banking follow-up.
* Generating credit card files and sending them to the concern banks through mail or FTP program.
* Preparing daily reports list regarding international pending transactions made by all the branches and informing the same to the concerned branches through mail.
* Submitting daily report to Assistant Manager & AGM with comments for analyzing.
* Attending calls from customers and branches for dealing queries regarding their credit cards and international bank payments.
* Supporting dealing department in their daily international funding process.
* Reviewing team performances, identifying training needs and planning training sessions accordingly.
* Organizing necessary staffing, managing shift patterns and number of staff required to meet the demand.
* Training new staff and supporting junior staff regarding daily work in operations department.
* Handling issues of concerns or crisis situations within team ensuring resolutions are arrived in a timely manner.
* Ensuring adequately informed on any changes/amendments related to banking procedures, across all the dealing banks, through information collections from them. Keeping the superiors informed on any impending or probable changes that may come.
* Post issuance of any internal circulars on banking or procedural changes within, getting the team members adequately trained to adapt to the effected changes.
* Ensuring team remains motivated and also disciplined at the time.
* Providing inputs to management on any weaknesses within the existing system to avoid fraudulent transfers.

**Al Fardan Exchange, Abu Dhabi**

**Duration : October 2008 To December 2008)**

**Designation : Accounts – Trainee**

**Job Responsibilities and Duties:**

* Credit Card Payment Verification
* Third Party Payment Reconciliation
* Voucher Verification
* Maintaining Records of PDC (Post Dated Cheques)
* Money Gram Mannual Reconciliation

**M/S. Harish & Co (Sales Tax Practioner ) Mangalore-India**

**Duration** : **May 2008 To September 2008)**

**Designation**  : **Audit Clerk**

* Handling correspondences with companies (clients).
* Primary Responsibilities include auditing of books of accounts of clients.
* Auditing of Purchase-Sales, Cash book, Bank book, Journal.
* Reconciliation of Bank Statements.

**ACADAMIC CREDENTIALS:**

**ExaminationBoard/University Year of Passing**

B.COM Mangalore University 2008

PUC Karnataka PU Board 2005

SSLC Karnataka Examination Board 2003

**COMPUTER LITERACY**:

* Proficiency in MS Office
* Web Designing
* Tally, Adobe, Macromedia and dream weaver

**INTERNSHIP**:

* Worked in HPCL (Hindustan Petroleum Corporation Ltd.) as a Job Trainee for One Month

**TECHNICAL QUALIFICATION :**

* Certificate Course in Personal Taxation
* Certificate Course in Web Designing

**OTHER INTEREST** :

* Sports, Drawing, Music

**LANGUAGES KNOWN**:

* To read and write- English, Kannada, Konkani, Hindi, Tulu

**EXTRA CURRICULAR ACTIVITIES:**

* Volunteered for “Agno Fest’07” , A National Level Intercollegiate Fest –(As Escort)
* Volunteered for “Com Quest’06”, A National Level Intercollegiate Fest ( As Escort)
* Participated in ‘PERSONA’ an Intercollegiate Workshop on Personality Development.
* Participated in ‘FLICKERS 2008’ seminar on cinema and television organized by Commits College Bangalore.
* Project work of UCO Bank- Survey on ‘Mortgage Loan’
* Presented Various Seminars

**PERSONAL DETAILS:**

Name : Jenifer

Date of Birth : 29 April, 1986

Nationality : Indian

Marital Status : Married

Marital Status : Employment

Notice Period : 1 Month

References : Available on request.

**Declaration**

“The above information, to the best of my knowledge, is correct and true. No attempts have been made to falsify details.”

**Jenifer**

