



# JOMON L V

Sharjah,  
United Arab Emirates  
Mobile: +971-55-6370141  
Email: [jomonmba@gmail.com](mailto:jomonmba@gmail.com)

[jomonayyani@yahoo.co.in](mailto:jomonayyani@yahoo.co.in)

## Career Objective:

A qualified Branch Manager with over all 11+ years of comprehensive experience in the financial services industry, with an exceptional track record of heading the SWIFT, AML/CTF, Skilled in Business Relationship Management, Customer Service, KYC, Remittances, Online Money Remittances and Forex, seeking a challenging and professionally rewarding position to contribute my accrued expertise towards the enhancement of the organization.

## Skills:

- Team building and Leadership
- Well developed interpersonal and communication skills with people at all levels
- Strengthen the Company's core value - Honest, being innovative and team work
- An urge to always better from previous best
- Hard working, highly self motivated with strong desire to excel
- Well organized person who undertakes each tasks with precision and care
- Resourceful, adaptable and open minded
- Ability to work under pressure
- Proficient in MS Office applications (word, excel, power point etc.)
- Best Manager Award –Sharjah Zone Year 2016

## Professional Experience:

**UAE Exchange Centre- United Arab Emirates-** since June 2008 till date:

### From January 2015 to Present: Branch Manager

Handling multiple operational responsibilities in the retail store driving business generating revenue. Direct all operational aspects including day to day operations, Customer Relationship Management (CRM), human resources, administration and sales, Successful internal control practices implemented, maintain financial objectives and business plans, Budget management. Assisting sales

representatives as required, Executing directives from the head office.

### **From February 2013 to 2015 Assistant Branch Manager**

Ensured smooth functioning of branch operations and customer service with the use of the team players. Playing leader's a vital role to manage a good balance between customer experience and operations and continue to look for opportunities to improve processes and branch performance. Supervising all retail sales and services of the branch, preparing roster, reports, handling High profile customers and providing best service, and looking all correspondence, maintaining a good relationship with customers, and organizing meetings and conferences.

### **July 2009 to Jan 2013—: Branch Supervisor + Branch Compliance Officer**

#### **Key Roles performed:**

- ✓ Worked as a **Foreign Currency Cashier in US Embassy in ABUDHABI** as part of providing services to the employees in the embassy.
- ✓ Encashing of US Embassy cheques by directly dealing with the customers and then forwarding the particular cheques to SCB bank in USA to clear the cheques.
- ✓ Promoted as a **Branch Compliance Officer (AML)** - Ensuring the implementation of Anti-money laundering policy & procedures of the company in the branch operations and reporting anomalies to the Chief Compliance Officer of the company.
- ✓ Supervise all operational aspects at the counter, Assist all the staff in the day to day operations of the branch, Ensure that all new staffs are given proper training on the operations before allowing them to work on their own

### **June 2008: Enquiry Officer/ Cashier**

Processing transactions, accepting and receiving cash from customers & handling foreign currency buy and sell, Responsible for all cash and interacting with customers to collect payments and provide change and a receipt for a customer's transactions. Additional duties may include requesting foreign currency depends on customer requirements, FC booking, Follow our process and procedures with compliance.

### ***2007 Nov - 2008 Jun***

**Position: Leasing Executive: Transworld Properties International, ABUDABI, UAE**

#### **Job Profile**

Strong communication and negotiation ability to close the deal  
Leasing the flats, buildings, villas  
Presenting properties, Villas, Flats and provided amenities in a positive

light to prospective tenants  
Preparing the sales report.  
Working knowledge of real estate law and leasing practices & Giving  
Training the new staff  
Proven track of successful sales record, explain pricing and lease  
terms, process rental applications and negotiate lease renewals

***2007 May – 2007 Nov***

**Position** Business Development Officer in **JRG SECURITIES in CALICUT, INDIA**

Arranging client meeting and adding to Investment platform.  
Recruit sales force and build an excellent sales team for marketing the  
financial securities products.  
Monitoring daily sales reports and forward the same to Sr. Manager.  
Increase the business with high volume.  
Identify profitable **business** opportunities, secure  
sound **business** deals.

#### **Academics:**

- MBA (HR & Marketing – Calicut University) from West Fort College Thrissur– 2007
- B.A Development Economics: from Kannur University – 2005 (Rank Holder)
- Plus Two (Management & Accounting) from Dwaraka Sacred Heart College - 2002
- SSLC from G.K.M high school Kaniyram, Mananthavady, Wynad - 2000

#### **Personal Information:**

Birth date : 3<sup>rd</sup> of April 1985  
Nationality : Indian  
Visa status : Residence Visa  
Driving License: UAE, Abu Dhabi No: 901372  
Passport No : J 6872770  
Marital status : Married  
Hobbies : Music & Public Speaking, Socialising  
Reference : On Request  
Languages known: English, Malayalam Hindi & Tamil

#### **Declaration:**

I here by declare that the above given details are correct to the best of my knowledge and belief

Place : Sharjah, UAE

yours sincerely,

Date :

JOMON L V