



DEEPU DIVAKARAN

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UAE Driving licence: - Issued in October 2011

Address: Muroor Road, Abu Dhabi, UAE

Senior Sales / Accounts Executive

Branch Operation • Country Operations • Global Operations

A qualified Finance / Sales graduate with over all 11 + years of comprehensive experience , Who has hands on knowledge and experience of Sales Accounts , seeking a challenging and professionally rewarding position to contribute my accrued expertise towards the enhancement of the organization.

WORK EXPERIENCE

UAE Exchange Centre LLC (Global Head Quarters Abu Dhabi) as a Senior Sales /Accounts Executive (Branches)
Mar 2009- Present

Key Responsibilities:

- ❖ Performed **process analysis**, suggested and implemented new procedures
- ❖ Convincing the customers for better rates and selling & Buying in **Forex Business**
- ❖ Having great ideas for the market rates and implementing in the **Forex business**.
- ❖ Reconciled internal accounts heads, vendor party heads, internal departments & **sundry party**.
- ❖ Tracking all the department **budget allocations** and limiting the expanses
- ❖ Held the tracking for the branch level accounts access to branch staff
- ❖ Need to perform staff Recovery, finance side **clearance** for all the resigned staff.
- ❖ UTI Mutual funds, other savings handling for all the staff from different countries
- ❖ **Advance settlements** handling for purchase, facilities department.
- ❖ Responsible to resist the double payment to vendors for the work done.
- ❖ Responsible to **expanses allocation** to proper cost centre among the 1000s from 36 countries.
- ❖ Expert on monthly consolidation procedures and **book closing**
- ❖ **Documentation** and storing the bulk documents in a systemic, accessible manner
- ❖ Collaborating with **auditors** during preliminary and year end auditing
- ❖ Asset allocation to branches and running timely depreciation
- ❖ Vendor accounts payable clearances and reconciliation in regular basis
- ❖ Assisted in quality analysis on new registrations and achieved 95% error free registrations
- ❖ Need to take special care about **HNI customers**, by calling on salary days.
- ❖ Special follow up and offerings to the old customers, missed out due to some reasons
- ❖ Scheduling the **Labour camp visits** whenever new batch of workers arrived.
- ❖ Timely Request from the marketing team to conduct **special events** to attract peoples, with expanses in control
- ❖ Responsible to conduct individual performance analysis resulting in **30% rise in TAT** and cross sales
- ❖ Executing tasks with financial knowledge on the accounts and operations in branch level
- ❖ Developed excel templates for **forecasting** the target achievement ratio
- ❖ Accountable for the implementation of excel templates in metro branches
- ❖ **Roster management** with every one convenience and branch requirement(8Am-11Pm)
- ❖ Responsible to manage **Documentation** in an accessible manner on daily basis.
- ❖ Supportive to branch manager in managing the staff and their performance be up to targets.
- ❖ Need to **Train new staff** in quick and effective manner to be up to branch requirement.
- ❖ **Manage the cash** in branch to make sure the optimum limit is in control.
- ❖ Branch Expanses should be managed in a reasonable manner
- ❖ Extending support to Indian Bank Rep for **NRE Account Opening** from my branch.
- ❖ Collaborative approach with Local Bank Sales team for **loan, credit card** sales



UAEXCHANGE
Service is our Currency



SKILLS SET	ACCOUNTING ACTIVITIES HANDELED
VAT Specialist Tally ERP, SAP Accounts Payable, Receivable Asset Allocation, Depreciation Advance settlement, Recon Accrual Management	Advance Settlements:- <ul style="list-style-type: none"> ❖ Accounting all the departments' advances to proper account head. ❖ Reconciling the parties and cost centres on timely basis. ❖ Proper verification of documents as for the company norms. Payroll:- <ul style="list-style-type: none"> ❖ Month wise salary deductions accounting and tracking for recovery. ❖ Managing to calculate the performance incentives in systematic manner. ❖ Proper dealing with ENBD, SCB for salary deposit on time. ❖ Company mobile bill, mutual funds, and traffic fine recovery management. Accounts Payable:- <ul style="list-style-type: none"> ❖ Maintaining the Party accounts with double entry book keeping. ❖ Timely release of payments in TT, Cheque mode, with proper accounting. ❖ Budget, Ledger balances recon on time to time basis. ❖ Proper documentation and accessibility for audit requirements. ❖ Handling Admin Purchases, Branch Assets, Vehicle bills, Tenancy rentals. Prepayments Maintenance:- <ul style="list-style-type: none"> ❖ Issuing the post-dated cheques and tracking for branch and Tenancy. ❖ Tracking the cheque cashing on timely manner with Bank recon dept. ❖ Providing the monthly report for ADCB Bank loan procurement.

EDUCATION

B-Com in finance & Corporation from University Of Calicut, Kerala State, INDIA

April 2003

Major Subjects: - Cost management,
Financial Accounting,
Risk management
Financial Management.

B. Pre- Degree from University of Calicut, Kerala State, INDIA

April 2000

**Varier & Associates, Chartered Accountants Tirur, Kerala- India as Accountant cum Audit Analyst
Aug'2003- Dec'2007 (Ref - Manager – Sathyan)**

Key Responsibilities:

- ❖ Check and verify accounting books and records are in conformity with industry practises and policies
- ❖ Ensure compliance of regulatory guidelines and generally accepted auditing standards
- ❖ Review and recommend changes in internal audit controls
- ❖ Verifying and reconciling all the bank deposits and payments
- ❖ Accounting & audit of Partnership Firms, Limited Companies, Banks and General insurance companies

**LIC OF INDIA, Micro Office Ponnani, Kerala- India as Data Entry Operator
Jan'2008- Aug'2008 (Ref -Manager- Nandakumar)**

Key Responsibilities:

- ❖ Entering customer and account data from source documents with in time limits
- ❖ Compiling, verifying accuracy and sorting information to prepare source **data** for computer **entry**.
- ❖ Reviewing **data** for deficiencies or errors, correcting any incompatibilities and checking output.
- ❖ Assisting Agents / Direct customers to get a good LIC premium plan and giving them better idea in terms of entire insurance policies
- ❖ Understanding all the insurance policies advantages and necessary documents for the better customer service

**United India Insurance Co (General Insurance), Micro Office Valanchery, Kerala- India as Data Entry Operator
Aug'2008- Mar'2009 (Ref -Manager - C D Parameswaran)**

Key Responsibilities:

- ❖ Entering customer and account data from source documents with in time limits
- ❖ Compiling, verifying accuracy and sorting information to prepare source **data** for computer **entry**.
- ❖ Reviewing **data** for deficiencies or errors, correcting any incompatibilities and checking output.
- ❖ Assisting Agents / Direct customers to get a good premium plan and giving them better idea in terms of entire insurance policies (Medical /Vehicle / Fire Insurances etc)
- ❖ Understanding all the insurance policies advantages and necessary documents for the better customer service

PERSONAL DETAILS

Date of Birth:	31 st May 1983.
Address:	Malappuram, Kerala, India
Language Known:	English, Malayalam, Hindi, Arabic.
Passport No:	K7968904
Marital Status:	Married