

## My Profile



**SUNIJA  
VISWANATHAN(CHRMP)**

**DOB-21/01/1983**

### Contact

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**Nationality - Indian  
Marital Status - Married**

**UAE-Driving license  
Exp-25-08-2024**

**Visa Status  
23/06/2021**

**Husband sponsorship**

## Summary

*A 13 years experienced financial professional worked as assistant branch head in leading exchange house seeking career in finance, Human resource, administration and customer service in banking ,exchange house, hospitality, educational and aviation sector.*

## Competent Skills

*Excellent in Communication Skill, Interpersonal Skill,Team management, Employee relation, Customer retention and Customer relation, sales and cross selling.*

## Career History

*U.A.E. Exchange Centre LLC – April 2006 –Dec 2018*

- *Service Officer-2006-2008 ( Sharjah)*
- *Service Supervisor/Accounts Incharge-2008-2011(Sharjah)*
- *Assistant Branch Head-2011- 2018 (Dubai/Sharjah)*

## Education

- *Certified human resource management professional(Centre for International research and communication)*
- *Pursuing MBA-Human Resource ( Bharathiar University,India)*
- *Graduation-Commerce-2001-2003(Calicut University,India)*

## Achievements

- *Service champion award for product knowledge in 2006.*
- *Appreciation letter from branch head for outstanding customer service in 2007.*
- *Appreciation letter for best branch accountant in 2011.*

## Computer Awareness

- *Microsoft Office: Word, Excel, PowerPoint*
- *PGDCA*
- *Smart Accountant- Tally , Peachtree, Tata EX, DACEasy*

## Assignments in career history

- *Daily updation of cash book .*
- *For all cheque transactions, ensure that cheques are collected, deposited, made proper entries in accounting and transactions are released on time.*
- *Strictly monitor the payments and receipts transactions made in the branch.*

- *Collection of cash short from the cashiers with in 24hrs.*
- *Monitoring the expenses as per the budget of the branch.*
- *Closely observe all the accounting entries are properly done by branch accountant and replace him in his absence.*
- *Verifying the Ledger and debtor balance on daily and monthly basis.*
- *Rectification of double payments made and following it up with the banks .*
- *Confirming all accounting monthly and daily reports are sending before deadline.*
- *To be a vital part in the branch target achievement by marketing the core Product and partnership products .*
- *Co-coordinating with Human resource department for any employee related issues*
- *Negotiating rate with the customers and treasury department for remittances and forex.*
- *Monitoring KYC documents and AML compliance at the branch .*
- *To assist all staffs in processing transfers and handling customer complaints.*
- *Guiding corporate in charge for all correlated documentation and transactions.*
- *Arranging training facilities to all staffs on latest products and communicate latest circulars.*
- *Internal controls with regard to cash , cash in transit, security instruments, security machines and handling of key are done as per guidelines.*
- *Preparing staff schedule and update in muster management system and effectively update to all the staff on their duty time .*
- *Delegate the End-of-the-day activities among the staff members.*
- *WPS processing for customers as per ministry recommendations*
- *Certify end-of-the-day reconciliations are properly carried out before closing the branch.*
- *Make sure that all customers are attended well at the service desks and they are directed properly wherever necessary and staffs are groomed well.*
- *.*

### Language Known

**English** : Speak – Read – Write

**Hindi** : Speak – Read – Write

**Malayalam:** Speak – Read – Write

**Tamil** : Speak

*I hereby declare that the above information provided is true and correct to the best of my knowledge.*

Yours faithfully,

**Sunija Viswanathan**

