

Vibin Wilson

Position: Assistant Branch Manager/Admin/Accountant

Experience: **8 years**

Educational Qualification: MBA in Finance and HR

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CAREER SUMMARY

- More than 2 years of experience as Assistant Branch Manager at Joyalukkas Exchange, United Arab Emirates.
- 3 years of experience as Remittance Cum Cashier at Joyalukkas Exchange, UAE
- About 3 years of experience as Admin (Coordinator) & Accountant in India

EXPERIENCE

Admin Cum Coordinator

Seven Star industries, Kerala, India Sep '20 – Aug '21

- Helpdesk function: Receive general queries, client concerns, and resolve problem.
- Follow-up calls and e-mails to ensure client satisfaction.
- Prepare daily pest control schedule and manpower allotment.
- Prepare quotations or submittals when needed.
- Proper record keeping of invoices and payment collection.

Assistant Branch Manager

Joyalukkas Exchange, Abu Dhabi, UAE Dec '13 – July '19

- 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.
- Consistently received positive feedback from customers and created a repeated business by developing long term relationship with customers.

Accountant

Manoj Xavier & Co. (Chartered Accountant), Kerala, India *July '11 – Mar '13*

- 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.
- Manage accounting assistants and bookkeepers.
- Prepare financial statements and produce budget according to schedule.

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

Passport Number: T3935495

Languages Known : English, Hindi, and Malayalam

Marital Status: Married

Visa Status: Visit Visa (Expiry – 17/12/2021)
