

**MUTHUKUMAR SRINIVASAN**

**Mobile No: 971-56 242 7687**

**Email Id** : [muthu.aramu@icloud.com](mailto:muthu.aramu@icloud.com)

**LinkedIn ID** : <https://ae.linkedin.com/in/muthukumar-srinivasan-941b6165>



**Objectives:**

To secure a challenging position that utilizes my years of experience, while allowing me the opportunity to grow professionally.

**Key Skills:**

Creativity. Interpersonal Skills. Service Planning.  
Service Coordination. Leadership. Customer Service Skills.  
Teamwork Skills. Communication. Collaboration.  
Accounting. Active Listening. Adaptability.

**Excel Skills:**

VLookup. Pivot Table Chart Creation.  
Relative Reference Cell. IF Functions. Conditional Formatting.

**Current Employment Summary:**

S.NO	EMPLOYER DETAILS	DESIGNATION	DURATION
1	Nexus Freight Management LLC	Operation Executive Sea, Air and Cross trade Export and Import	Apr 2021 – till date

**Key Responsibilities:**

- Arrangement of shipments.
- Approve bookings for container and freight pick up, and ensure coordination for shipments.
- Take responsibility for the shipment from its origin country until the shipment is delivered to the Warehouse
- Notify consignees, or customers of the arrival of freight, and arrange for delivery.
- Ensure compliance with import/export regulations for all equipment and materials
- Review and approve and follow up the documents, processes and controls of freight payment and audit system and ensure all documents, processes and controls are updated.
- Obtaining, checking and preparing documentation to meet customs and insurance requirements, packing specifications, and compliance with overseas countries' regulations and fiscal regimes.
- Notify consignees, or customers of the arrival of Cargo, and arrange for delivery.
- Advise clients on transportation and payment methods.
- Determine method of shipment, and prepare bills of lading, invoices and other shipping documents.

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S.NO	EMPLOYER DETAILS	DESIGNATION	DURATION
2	UAE EXCHANGE CENTRE LLC an ISO 9001: 2000	Experienced service supervisor with in depth knowledge of AML policy. (UAE Exchange and Financial Services)	Nov 2013 – Mar 2021

**Key Responsibilities:**

- On time monitoring of branch accounting and cheque clearance to release the transactions on time besides submitting the monthly reports without delay
- Cash Handling including Forex & Cheque Management (Remittances and WPS).
- Ensuring smoothing functioning of branch operations like cash purchase, sales, holdings and error free completion of product cycles.
- Timely monitoring marketing activities to corporate targets and corporate segments
- Training staff in customer service and other operational activities.
- Preparing reports on PMS and target achievement of employees and same to management.
- Performed the required KYC screenings on customers documenting the information obtained on the clients as required by global KYC procedures and Risk control.
- Performing Enhanced Due Diligence (EDD) on high risk customers and countries (NCCT) under Risk-Based approach.
- Keep track on any suspicious money transfer, dealing or documents.
- On boarding corporate customers by collecting and verifying the documents as per AML/KYC policy.

**Achievements:**

- Promoted as Foreign Currency Cashier in dealing all kinds of bank notes and fixing the F.C deals in a competent rates.
- Promoted as the Branch supervisor; to monitor foreign currency deals, remittances, Branch Compliance, Branch operations and monitoring the achievement of targets set for the team under.

**Previous Employments:**

S.NO	EMPLOYER DETAILS	DESIGNATION	DURATION
1	HOTEL DESERT ROSE	Night Auditor	Nov 2012 - Aug 2013
2	HEWLETT PACKARD ENTERPRISE	Process Associate	June 2011-Oct 2012

**Education Summary:**

- **B.Com** (Bachelor of Commerce) [Madras University].

**Languages Known:** Tamil, English, Hindi and Malayalam.