



ROSHAN KURIAN

PERSONAL PROFILE

Experienced head cashier and banking professional with considerable experience in leading high-performing teams in the real estate and banking industries.

Proven ability to execute effective corporate strategies, ensuring the achievement of corporate goals.

Adept at utilizing advanced communication and leadership skills to drive business success and deliver exceptional results.

ABOUT ME

- A people person - exceptional communication and networking skills
- Greatly enjoyed maintaining client relationships
- Good eye for detail and well organized
- The ability to work under pressure and multi-task

WORK EXPERIENCE

Sobha Realty, Dubai, UAE
Cashier - Accounts and Finance
JAN 2023 - PRESENT

- Responsible for overseeing high volumes of cash transactions and the daily cash report.
- Processed transactions accurately and efficiently, ensuring that all transactions were completed within the established time frame
- Handling petty cash for companies within the Group
- Inter-company Accounting
- Processing payment to vendors as per the payment terms
- Month-end closing and adjustment postings
- Supporting internal and external Audit team

SUBIX International Co., Dubai, UAE
Business Development Manager
JAN 2022 - DEC 2022

- Identified and pursued new business opportunities, resulting in the achievement of sales targets and revenue goals.
- Developed and maintained strong relationships with clients, providing customized solutions to meet their needs.
- Negotiated and closed business deals to ensure customer satisfaction and maximize profitability.

EDUCATION

MBA in Marketing

University of Lincoln,
Skyline College Campus
UAE, 2002

Bachelor of Commerce

St.Berchmans' College
Mahatma Gandhi University
India, 1999

Global Computers LLC, Dubai, UAE

E-Commerce Specialist and Marketing Co-ordinator

JAN 2020 – DEC 2021

- Selling computer accessories such as storage devices, monitors, flash drives etc. on Noon.com, an e-commerce platform.
- Inspecting landing pages, product information, checkout options, and all other pertinent website-related systems to ensure their visual appeal, accuracy, and ease of use.
- Co-ordination between the warehouse and the delivery personnel, for the timely and accurate delivery of products.
- Assisting with decisions about promotions such as discounted offers and affordable bulk packages.
- Involved in the marketing activities of the company to give their products more visibility.

HSBC Bank Middle East, Dubai, UAE

Teller and Chief Cashier/Teller Supervisor

AUG 2014 – DEC 2015

- Led a team of 8 tellers to carry out a range of counter banking transactions, ensuring 100% accuracy in receipts and payments.
- At the end of each day's transactions, cash in all tills was accurately balanced, and any discrepancies were highlighted to the teller supervisor and investigated the same day.
- Ensured full knowledge and compliance with the Central Bank's AML Regulations.
- Reporting to the Teller Supervisor of any grounds for suspicion, including suspected frauds and counterfeits.
- Responded to internal and external customers promptly, always providing adequate clarification on the information being given.
- Assisted customers by responding to their queries and processing transactions such as deposits, withdrawals, or payments while adhering to the bank's financial and security regulations and procedures.
- AML, KYC, and sanction procedures were strictly adhered to.
- Completed highly accurate, high-volume money counts via both manual and machine-driven approaches.
- Processed customer transactions promptly, minimizing wait times.

PERSONAL DETAILS

Nationality - Indian
Date of Birth - 20 Feb 1979
Visa Status - Residence Visa
Family Status - Married
UAE Driving License - Yes

CONTACT

Phone : +971 55 2444 570
Email: roshanck13@gmail.com

HSBC Bank Middle East, Dubai, UAE

ATM and Cash Officer

JUL 2009 – JUL 2014

- Responsible for the administration of the Bank's ATM services and related systems, reconciliation of the ATM accounts, effectively handled ATM related customer disputes or fraudulent issues in accordance with the Central Bank regulations.
- Handled around 20-30 ATM's throughout Dubai. Made sure ample cash was allotted and loaded in the machines.
- Proved successful working within tight deadlines and fast-paced atmosphere.
- Used coordination and planning skills to achieve results according to schedule.
- Actively listened to customers, handled concerns quickly and resolved customer queries and grievances and referred them to superiors where required.

HSBC Bank Middle East, Dubai, UAE

Remittance Officer

JAN 2004 – JUN 2009

- Reconciliation of daily remittance—inward/outward from all channels,
- Identify duplicate processing, system issues,
- 100% processing of FTS / SWIFT on the same day, in coordination with Treasury for special rates
- Rectification of unreconciled GL entries and respond to QA same day—pertaining to Remittances, Standing Order, Pay rolls, cash disputes, vaults, and ATM GL's.