



# Santhi Vinayan

## Cashier cum Accountant

I am highly organized and self-driven individual, passionate about developing my career in the field of accounting. I have 8 years of experience as a cashier cum accountant in UAE Exchange.

## Computer Proficiency

MS Office ● ● ● ● ●

Quick Book ● ● ● ● ●

## Contact

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🏠 Al Nadha, UAE

## Personal Details

Date of Birth : 28/09/1991

Visa Status : Employment Visa

Languages : English, Hindi, Malayalam, Tamil

## Education History

KANNUR UNIVERSITY

- Bachelor of Commerce, 2011

## Work Experience

**UAE Exchange Centre LLC, Sharjah**  
**2013 Onwards**

### ACCOUNTS AND AML OFFICER

**2017 – Present**

- Post and process journal entries to ensure all business transactions are recorded.
- Book keeping, preparing daily branch reconciliations, month end closing reports.
- Processing online international money transfers.
- Update accounts payable and receivable and perform reconciliation.
- Performing KYC/CDD/EDD on new customer and during periodic account reviews.
- Follow and track all documents and perform on going review of the KYC/customer.
- Registering new customers both retail and corporate.
- Bank Reconciliation and organizing cheque collections.

### CASHIER

**2013 – 2017**

- Executed customer transactions regarding cash, demand draft, WU, Xpress money and money exchange.
- Process remittances and ensure transactions comply with local and overseas regulations.
- Verifying compliance with Anti money Laundering laws.
- Process Demand Draft issuances, FC sale and purchase.
- Verifies and accepts cash/ cheque.

## Achievements

- Branch topper (Crossing Allied Product)
- Employee of the month