



JEMI MOL SAJI

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Professional Summary

Intend to build a career in a very challenging environment with committed and dedicated people, which will help me to explore myself professionally and personally.

Work History

05.2021 - Current

Accounts Assistant

Omda Exchange - Abu Dhabi, UAE

- Prepared payroll reports and examined payroll registers to detect errors and improve accounting accuracy.
- Tracked employee time and attendance for payroll.
- Reconciled all expenses and accounts, including company credit cards and expense accounts.
- Reviewed general ledger entries for accuracy and to determine completeness.

06.2020 - 04.2021

Assistant Manager

OMDA EXCHANGE - UAE

- Manage daily operations of branch in the absence of Branch Manager.
- Provide quality and exceptional services to customers.
- To achieve sales target and projected profit.
- Select, train, supervise and evaluate the branch staff to enhance individual productivity and enable them to function according to job description.
- To operate the branch in line with company procedures and policies.
- Communicate personally with customers to ensure customer satisfaction.
- Resolve customer complaints promptly and efficiently.
- Support sales promotion activities including promotional campaigns, micro-marketing events, and trade shows.
- Ensure operational excellence and integrity of the branch.

08.2019 - 05.2020

Front Line Associate

OMDA EXCHANGE - UAE

- Carry out smooth and error-free transactions within the branch, ensuring all activities are completed within timescales and with a high degree of accuracy.
- Manage and handle the cash / cheque transactions at the counter and ensure the delivery of quality service to customers while adhering to operational controls and avoiding cash excesses and shortages.

- Ensure all teller transactions and other routine processing is done as per laid down procedures and central bank guidelines and ensure due diligence is carried out with respect to money laundering and other regulatory requirements.
- Provide information and guidance to customers through the delivery of excellent customer service to resolve customer queries and achieve customer satisfaction.
- Buying and Selling Foreign Currency.
- Cross Selling of other products of the company.
- Manage & Tally cash on daily basis.

Skills

- Payroll operations
- Accounts Payable
- Customer support
- Complaint handling
- Currency counting
- Account management

Education

- 2019 • M.COM, Finance and Control, CMS College of Science and Commerce
- 2017 • B.COM, Finance and Taxation, CMS College
- 2014 • XII, St.Mary's Residential Public School
- 2012 • Certificate of Higher Education, Science, St Mary's Residential Public School - Thiruvalla