



**ANES . M . A**

## CONTACT



**anuanes25@gmail.com**



**+971 566747781**



**Sharjah**

## HOBBIES



Travelling



Sports



Swimming



Music

## PERSONAL INFORMATION

Full Name : ANES MOODEPARAMBIL ALIKUNJU  
Father's Name : ALIKUNJU  
Date of Birth : 28November1995  
Nationality : Indian.  
Religion : Muslim  
Gender : Male.  
Marital Status : Married.  
Languages Known : English, Hindi,  
Tamil, and Malayalam.  
Passport No : N9777950  
Date of Issue : 12/04/2016  
Date of Expiry : 11/04/2026  
Place of Issue : 11/04/2016

I hereby declare that the information furnished  
above is true to the be of my knowledge.

**TO**

**HR Manager**

Dear Sir/ Madam,

Having been given to understand that vacancies are existing in your esteemed organization, I would like to take an opportunity to submit my resume for the same.

I am enclosing herewith my resume for your kind consideration, describing all my capabilities, which would be an asset to your organization. I possess a cheerful and positive attitude, well-evolved Interpersonal skills and a genuine belief in delivering exceptional quality service. I enjoy the challenge of autonomous responsibilities.

Further to improve the business of your organization, I trust my qualifications and experience will meet your requirements, and I look forward for an opportunity to work with you. Expecting a favorable response from you.

Thanking you in anticipation  
Yours Faithfully,



## CAREER OBJECTIVE

Seeking a challenging career in the field of related to my experience, willing to accept responsibility, easily adaptable nature to new environment, willing to listen and learn excellent communication, organizational and interpersonal skills. Earn a job which provides me job satisfaction and self development and help me to achieve personal as well as organizational goals.

## ACHIEVEMENTS

- Attended & Participated AML TRAINING OF FERG UAE ON SEP 2019
- Received "EMPLOYEE OF THE MONTH" Award at AL AHALIA EXCHANGE ON SEP 2019

## PROFESSIONAL TRAININGS

- |  |                      |
|--|----------------------|
| • Anti Money Laundering (AML) Training | * FERG UAE           |
| • Cashier Training                     | * Al Ahalia Exchange |
| • Anti Money Laundering (AML) Training | * Al Ahalia Exchange |

## PROFESSIONAL EXPERIENCE

- Customer Relation Executive Cum Cashier  
ALAHALIA MONEY EXCHANGE BUREAU. UAE . MAR 2019 – TILL DATE
- Procurement Officer Cum Accounts Assistant  
UNITED BUSINESS DEVELOPMENT. DOHA . QATAR . MAR 2017 – MAY 2018
- Administrative Assistant  
KMEA COLLEGE OF ARTS AND SCIENCE. COCHIN MAY 2016- NOV 2016
- Brand Promoter (Part Time)  
LULU MALL . KOCHI . NOV 2015 – MAY 2016

## EXPERTISE

- Remittance
- Customer Service
- Procurement
- AML
- Compliance
- Cash Dealing
- KYC
- Computerized Financial Accounting (TALLY)
- Manual Accounting

## KEY SKILLS AND SELF ASSESMENTS

- Ability to work under pressure
- Ability to handle several assignment and tasks simultaneously
- Open approach, cooperative and communicative
- Ready to accept challenges, meet and exceed all business objectives
- Excellent communication in English , Hindi and Malayalam
- Proactive , motivated, goal oriented and problem solver

## TECHNICAL PROFICIENCY

- Proficiency in Microsoft – Excel , Word and Outlook
- Knowledge of Tally ERP 9

## ACADEMIC QUALIFICATION

- Bachelor's Degree (B. Com Taxation) : Mahatma Gandhi University. Kerala , India (2013 - 2016)
- Higher Secondary School Leaving Certificate (Commerce) from General Education Board Govt. of Kerala . India (2011 – 2013)
- Secondary School Leaving Certificate from General Education Board Govt. of Kerala . India (2011)

## MAJOR RESPONSIBILITIES

- Executes all service related initiatives such as Cash receipt, Cash payments, WPS, Local and International Inward and Outward Remittance
- Ensures that all the remittances done under KYC Standards
- Implements AML as per Central Bank and Company Guidelines
- Assists Manager for achieving business targets and recommendations for effect management decisions.
- Ensures the resolution of customer complaints
- Review or update supply chain practices in accordance with new or changing environmental policies, standards, regulations or laws
- Maintain an effective communication with Suppliers through E-mail, Fax , Telephone or Personal Visit.
- Monitoring all duties & responsibilities of Administration Department.
- Posting of day to day vouchers and transactions, preparation and verification of Petty Cash reports.
- Preparation of sales and purchase invoices
- Physical stock verification and preparation of Inventory valuation report.
- Monitor forecasts and quotas to identify changes and implement new or improved supply chain processes.

**Place:** Sharjah

**Date:**

**( ANES M.A)**