

**JUBESH K**

**PH:9526866997,30929630, jubeshk07@gmail.com**

**Professional Abridgement:**

* Customer focused Senior Management professional with experience Administration, Cash Handling Strategic Planning, Book Keeping, Relationship Management.

worked as Main cashier ALFARDAN EXCHANGE Qatar.

* Assessing the sales & accounts related MIS Reports & circulating it to management on a weekly/ monthly basis.
* Evaluating internal control systems/ procedures to highlight shortcomings & implementing recommendations. Carrying out auditing functions for Statutory Audit, Company Audit, Internal Audit
* Managing the overall functioning of finance processes, identifying improvement areas and implementing adequate measures to maximize customer satisfaction level.
* Implementing systems, procedures & manuals for preparation & maintenance of statutory books of accounts and financial statements, ensuring compliance with time & accuracy norms.
* Hands on experience in Fraud detection and assessing the damages and managing legal issues for organization.
* Handling and managing accounting activities – Cheque Payable, Cheque receivable, Petty cash, outstanding knock off, bank reconciliation, MIS preparation.
* Excellent cross-functional strengths with the ability to display high performance levels across core areas with strong interpersonal skills
* Innovative and results-driven business leader focused on achieving exceptional results in highly competitive environments.

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**Areas of Expertise:**

* Office Administration
* Cashier
* Audits & Inspection
* Team Management.
* Compliance Management
* Credit Control
* Relationship Management

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**ACHIEVEMENTS**

* Controlling receivables at the marginal level.
* Successfully handled all major audits, Statutory & Concurrent audit etc.

**CAREER PROFILE**

**PROFESSIONAL EXPERIENCE**

**Feb’-12-2015 to Aug 2018 worked as SENIOR SALES EXECUTIVE (Operation/Administration/Accounting) with CENTRUM DIRECT LTD (Foreign Exchange), CALICUT.**



* Responsible for overall Relationship Management with Banks Corporate & FFMC’s, Compliance, Cash Management, Foreign Exchange, Wester Union Money Gram, **SWIFT Transfer**, MIS Report, Bank Reconciliation, Issuing TC, TCC and TDD, Auditing and Accounting.
* To provide foreign exchange services to clients and process cash transactions in the national and foreign currencies.
* Responsible to do the transaction as per RBI policy.
* To provide and mail Daily Report of sales and purchase to higher authorities.
* Work with the Controller to ensure a clean and timely yearend audit.
* Recording and updating databases, Documentation and Filing.
* To provide high Professional and quality services to customer.
* Work with the Controller to ensure a clean and timely yearend audit.

**Aug 29 2018 working as Remittance teller with ALFARDAN EXCHANGE (Foreign Exchange), QATAR.**



* Responsible for Cash Management, Foreign Exchange, Western Union Money Gram, **SWIFT Transfer**,
* To provide foreign exchange services to clients and process cash transactions in the national and foreign currencies
* Work with the Controller to ensure a clean and timely yearend audit.
* Recording and updating databases, Documentation and Filing.
* To provide high Professional and quality services to customer.
* Work with the Controller to ensure a clean and timely yearend audit.

**ACADEMICS**

2008 – secondary education from st joseph higher secondary school,calicut

2010 – plus two (science group)

2015 – BSC (mathematics) Calicut University.

**PERSONAL DETAILS**

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| Date of Birth | : Dec-01-1992 | |
| Nationality | : | Indian |
| Permanent Address | : | Guru kripa naduviledath purakattiri thalakulathur (po ) pin:673317 |
| Father’s Name | : | Babu k |
| Languages Known | : English, Hindi, Malayalam & Tamil, | |
| Marital Status | : | Single |
| Hobbies | : Browsing Net, Playing Cricket,playing foot ball, Bike Riding & Travelling,reading | |
| Strength | : Sense of responsibility, self motivated, self determined, sense | |
|  |  | Honored, Creative & innovation in nature. |

*I assure that all the information given above is true to the best of my knowledge and belief.*

**Reference:**

Mr SUDHEESH KUMAR

BRANCH MANAGER

ALFARDAN EXCHANGE

OLD AIRPORT BRANCH

QATAR