

AKHILA T A

PRA-65, AVITTAMPALLY LANE

NEAR CAMPION SCHOOL

EDAPPALLY, PIN CODE: 682024

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CAREER OBJECTIVE

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills. Ability to lead a team, willingness to take responsibilities and initiation, ability to face crisis.

PROFESSIONAL EXPERIENCE

- ❖ Presently working as DMLRO in the Department of Compliance at Lulu International exchange HO, UAE since 24th Jan 2022
- ❖ Worked as Manager in the Department of Reconciliation at Lulu International exchange, Kakkanad, Kochi, Kerala since 21st Feb 2011 to 18th Jan 2022
- ❖ Worked as Junior officer at UAE Exchange Centre, Ernakulam from 05th Feb 2007-05th Feb 2011.
- ❖ Worked at RF Motors as Customer care executive for 6 months.

JOB PROFILE

- ❖ . Job profile of DMLRO:
 - Responsible in investigating suspicious transactions activities and filing report to the authorities
 - Monitoring the transactions against sanctions and watchlist
 - Making sure that policies and procedures, as per the standards given by the regulators are being followed by the operations.

- Monitoring and updating due diligence records of the correspondents
- Transfast queries are send to the branch for getting the KYC details of the customer /beneficiary for releasing purposes
- Data quality analysis
- IEMS Query response
- WPS customer registration KYC monitoring

❖ . Job profile of Manager, Reconciliation:

- Dealing with several Indian & foreign banks and other exchange houses regularly as the sole representative of Company thereby establishing and maintaining strong relationship with higher officials to drive revenue growth.
- Preparation & sending of Bank Reconciliation statements of both Indian & foreign banks on a daily, weekly & monthly basis to the Head Office.
- Following up with the overseas branches for all the outstanding debits & credits & taking actions against unreconciled entries and funding/Deal related issues with banks & other exchange houses
- Collaborate with clients (Vostro section) to assess individual financial situations (sorting debits) and develop strategic financial solutions.
- Oversee securities transactions, funds transfer & passing Journal entries.
- After checking the reconciliation reports, reporting it to the Accounts Manager at Oman & providing the fund position report to the General Manager.
- Handling & leading the reconciliation Department.
- Also handling the reconciliation of money products like Western union, Express money, Transfast, Ezremit, Money gram, cash express, Master card, Paykii etc
- Preparation of Bank notes reconciliation of GCC countries and APAC regions
- Answerable to the Head Office for all the work related to Reconciliation and funding.
- Giving reconciliation training to newly recruited staffs.

- Doing all month end entries and preparation of Schedules of Income & Expenditure on monthly basis.
- Maintaining good rapport with the Banks and overseas for smooth functional operations.
- Preparation and timely delivery of Reconciliation status to stake holders
- Timely assistance to treasury team of GCC & APAC regions for carrying out functional activities.

EDUCATIONAL QUALIFICATIONS

- Graduation in B.sc Zoology from ST Teresa' s College Ekm, (MG University) with 82.3 % marks in the year of 2002-2005.
- Plus 2 (Science) from Government Girls Higher Secondary School Mattanchery, Ernakulam Dist with 63 % marks in the year of 2000-2002.
- Secondary School Certificate (10th Class) from Fatima Girls High School Fort Cochin, Ekm (Dist) with 75% marks in the year of 2000.

CERTIFICATES

Following courses organized by the Ferg attended and the training certificates are received:

- Effective Sanction Screening
- Fraud Prevention & Counterfeit Detection
- Basic AML CFT Compliance Program

TECHNICAL QUALIFICATIONS

- MS Office
- Knowledge of Internet and E-mail.

INTEREST

Gardening, Music & Teaching

PERSONAL DETAILS

Age & Date of Birth : 39Yrs, 02nd August 1984
Husband' s Name : Shajan G Panicker
Religion : Hindu, Ezhava
Languages Known : English, Hindi & Malayalam
Passport Details : L5424941

REFERENCE:

Abdul Salim
Accounts Manager
Lulu Exchange Oman
Muscat
Ph no: 00968-93291302

DECLARATION

I, hereby declare that all the particulars given in my resume are true to best of my knowledge and belief.

04.09.2023
Ernakulam, Kerala

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