

ANOOP JACOB

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Objective

Seeking challenging job where my educational & technical skills can contribute to the organization as well as benefit me

Experience

- **Associate- Card Operations(AUG 2012- till date)**
Unimoni Global business solutions (UAE Exchange) Cochin

About UAE Exchange

UAE Exchange is a United Arab Emirates based company dealing primarily in remittance, foreign exchange and bill payment services. The company is headquartered in Abu Dhabi, UAE, and operates through 800 locations across 31 countries either as UAE Exchange, or Unimoni

During 2018, UAE Exchange began re-branding to "Unimoni" at locations outside of the United Arab Emirates.

Roles & Responsibilities

- Working the GOCASH Travel cards and Payroll ATM cards processing team of UAE Exchange or Unimoni Shared Service Centre Cochin Unit.
- Ensuring continuous monitoring of card transactions on risk management practices set by the process owner
- Uses the firm's internal analytical methodology to identify and mitigate potential frauds and risks associated with the travel card.
- Preparing timely MIS reports as per regulatory/management.
- Supporting contact center & country operations for their card related queries and addressing the issues proactively which impacts service level.
- Accounting and verification of entries posted on the previous day and rectification in case of any mismatches found
- Payroll file upload.
- Remittance operation
- Back office operations for UAEEXCHANGE Payroll Maintenance in

ACHIEVEMENTS

- UAE(WPS Payroll, Normal Payroll, SIF,PAF)
- Cheque funding monitoring, clearing and authorization.
- Central Bank of the UAE fund flow and monitoring.
- Preparation of Reconciliation reports.
- Got two awards under the process for Outstanding performance & for finishing a new project before the time limit
- Received an appreciation mail from Branches & clients for handling customer queries.
- Successfully performed testing for migration ECS to PTS application for Go cash card
- Prepared process notes for Go cash cards

Personal Information

Father Name : C X Jaxob
Nationality : Indian
DOB : 19-08-1991
Religion : Christian
Languages : English / Malayalam
Marital Status : Single
Hobbies : Listening music, Travelling, Photography

Educational Qualifications

➤ Degree – BA ECONOMICS (2009-2012)

MG University Kottayam passed with 73 %marks

Technical Qualifications

- Proficient in MS-officeand Office Softwares
- Certified in Tally From G – Tech Computer Education

Skills

- Highly energetic, self-driven, target oriented and willing to work under pressure
- Hard working and highly responsible for the job which entrusted.
- Able to handle
- Participant in Cultural and Sports Activities.

DECLARATION

I declare that the information stated above are true and correct to the best of my Knowledge and belief.

Place: Cochin

(ANOOP JACOB)

Date :