

SAM KARIGANAMPALLIL VARUGHESE

OBJECTIVE

To be an associate of standard organization where I could update my knowledge and skills and to be a part of the team that works for victory and utilizing excellent customer services orientation, communication, and organizational skills to produce results.

EXPERIENCE

SERVICE OFFICER/BDDO

AL FARDAN EXCHANGE LLC

21-02-2020 -

Present

1. Collecting and verification of KYC documents And process remittance IPO and OPO. As a BDDO verify the customer kyc details and monitoring the branch activities with Company Compliance procedure.
2. Providing excellent customer services with various kinds of people from local and foreigners.
3. Office Administration activities such as E-Mailing and Documentation for compliance on time. Assist customers by providing Information and resolve their complaints and queries.
4. Handling branch cash, include foreign currencies and distribute cash to staffs and monitoring cash flow of the branch.

Cashier /Exchanger

Redha Al-Ansari Exchange LLC

Jan-2018 - Feb-

2020

1. Dealing and Investigate currencies to determine genuine from counterfeit, balance transactions and ensure that no shortages and overages, no double posting and misclassifications. And maintain the cash flow of the branch
2. Cross-sells various allied products and services that are introduced from time to time..
3. Daily cash and cheque handling including WPS and VAT payments, ensuring that the tills balance up at the end of the



CONTACT

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PERSONAL DETAILS

Nationality : INDIAN

SKILLS

1. Team Building.
● ● ● ● ●
2. Organizing and Prioritizing Skills.
● ● ● ● ●
3. Problem solving Skills
● ● ● ● ●
4. Customer service Skills.
● ● ● ● ●

LANGUAGES

1. English
2. Hindi
3. Malayalam
4. Tamil

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4.Dealing of various currencies with other exchange houses
and with Dealing Department.

EDUCATION

MBA in Finance And Marketing 2012-2014
MG UNIVERSITY KOTTAYAM KERALA

B. Com With Computer Application 2009-2012
MG UNIVERSITY KOTTAYAM KERALA

COMPUTER SKILLS.

- Familiar with Windows and LINUX
- Good in using MS-office.
- Microsoft Outlook