



PRAVEEN KUMAR K.

PROFESSIONAL SUMMARY

Result-driven executive with progressive management experience in foreign exchange operations. Having more than 10 years experience in a reputed foreign exchange in Sultanate of Oman. Possessing strong leadership and dynamism necessary to provide quality service of the highest order and the efficiency to drive products' competitive advantage. Possess comprehensive knowledge of the money exchange industry, its products and services, and its procedures with the ability to aim high, think smart and act fast.

EXPERIENCE - ABROAD

Feb. 2012 to Jan. 2023 :

1. Started my career as Counter Staff with M/s. Al Jadeed Exchange LLC., Sultanate of Oman at their branch at Ibra during a period of 1 year (2012 to 2013).
2. Then elevated my position as Asst. Manager and subsequently Branch Manager and shifted to Muscat International Airport Branch for a period of 2 years (2014 & 2015).
3. Our Exchange has opened a new branch at Karsha, Nizwa Region and offered my services as Branch Manager for 3 years (2016 to 2018).
4. Then offered my services as Branch Manager at Seeb City Center Branch for a period of 1 year from (2018 to 2019).
5. Our Exchange has opened a new branch at Dohat, Al Khuwair and offered my services as Branch Manager for 1 year (2019 to 2020).
6. Then offered my services as Branch Manager at Ibra Branch for a period of 2-1/2 years from (2020 to Sept. 2022).
7. Then offered my services as Branch Manager at Mazouna Branch for a period of 5 months from (Oct. 2022 to Jan. 2023).

DUTIES AND RESPONSIBILITIES

- Supervision of the Branch, its accounts and settlement processes on continuous and daily process.
- Holding the Safe Custodian Keys and supervision of the second joint custodian keys that they are with other responsible person under proper system.
- Withdrawal and Deposits of Cash and valuables from the Safe are under the personal supervision of the Branch Manager always.
- Continuous verification of branch transactions, accounts, documents, mails, ledgers, trail balances, charges and rates.
- Verification of Physical Cash balances with the CASMEX reports before depositing the Cash into the Vault at the end of the day.
- Verification of all the Safety & Security Systems including Fire/Burglary Alarms, Panic Buttons, Bio-matric systems etc.
- Depositing of Cash into the Bank shall be completely under the supervision of the Branch Manager. Allotting the duties of the Cash Deposit to a proper person/s is also the duty and responsibility of the Branch Manager.

CONTACT DETAILS :

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DUBAI, UAE

PERSONAL INFORMATION :

DOB : 31.05.1988

Gender : Male

Marital status : Married

Visa status : Visiting

LANGUAGES KNOWN :

English, Hindi, Malayalam
Arabic, Tamil

ACADEMIC HISTORY :

B.A. Economics from
Calicut University

Professional Graduate
Programme in
Management Studies
(PGPMS)

ADDITIONAL QUALIFICATIONS :

DIPLOMA IN COMPUTER
HARDWARE

DRIVING LICENCE :

Having valid Driving Licence (Sultanate of Oman)

- Authorization of required transactions, including all cash payments, petty cash payments for expenses in time and acting as liaison officer with Head Office for all the information.
- Direct all operational aspects including distribution of work among the staff members, customer service, human resources and other administration work.
- Resolving customer issues, retaining the existing customers, building new customer relationships and meeting the customers' needs and addressing customer and employee satisfaction issues promptly.
- Developing the forecasts, financial objectives and business plans, meeting the goals and metrics and managing the branch expenses appropriately.
- Adhere to high ethical standards and comply with all the Head Office and regulatory authorities' guidelines and norms.
- Sharing the knowledge with all the colleagues, and with other branches and Head Office on effective practices, competitive intelligence, business opportunities and needs.
- Acting as trainer, mentor to all the subordinates and guiding them properly to function efficiently and effectively.
- Safe guarding the all the branch properties including Computers, Furniture and Fixtures, Vehicles etc. and preservation of the old records properly. Branch Manager is personally responsible for missing/non-availability of any slip or document or any asset of the branch.

EXPERIENCE - IN INDIA

Worked as **Computer Service Professional** with M/s. Computer Plus, Bank Road, Calicut for a period of 6 months.

Worked as **Sales Manager** with M/s. I-Range Computers, Bank Road, Calicut

SKILLS

- ☐ Effective communication and negotiation skills to effectively and persuasively educate customers.
- ☐ Proficient at public speaking and leading discussions and meetings to successfully motivate other sales team members.
- ☐ Detail-oriented and research savvy in finding potential customers to ensure new business is constantly being developed.
- ☐ Strong understanding of how to close a sale and build customer relationships to gain return business and lifelong brand commitment.

CORE COMPETENCIES

- ☐ Organizational Leadership
- ☐ Administration
- ☐ Sales & Account Management
- ☐ Business Development
- ☐ Client Relationship Management
- ☐ Advertising/Marketing Strategies
- ☐ Staff Training & Development