

# VIJAY KUMAR SHETTY

I am a hard-working and determined professional seeking an opportunity to succeed in a dynamic company such as yours. I am confident that my knowledge, ability and experience allow me to deliver successful results for any company in a range of administrative positions

Please allow me to highlight my key skills:

- able to effectively manage my time through careful planning and organization of work activities
- an aptitude for identifying and resolving problems efficiently
- excellent communication skills that result in positive interpersonal relationships
- a track record of meeting deadlines and producing accurate work of a high standard
- proven ability to make sound decisions based on valid information
- the capacity to learn and and apply new information quickly and accurately
- strong computer skills with proficiency in MS Office

I am convinced that I can be an asset in any position requiring hard work, enthusiasm and reliability and I look forward to hearing from you in the near future.

The enclosed resume expands on my qualifications and experience.

Thank you for your time and consideration.

Sincerely,

Vijay Shetty

# VIJAY KUMAR SHETTY



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☎ 971555852045

📍 Al Qasimiyah - Sharjah-UAE

## 🚀 SKILLS

- Excellent Communication Skills. •
- Teamwork • Time management •
- Analytics • Problem solving • leadership
- Good Listening skills • Market research

## 🎯 OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.

## 💼 EXPERIENCE

### Branch Manager

30/05/2021 - Till date

Al Fardan exchange LLC

Responsible of monitoring overall branch performance, like (target v/s achievement, staff allocation & productivity, Training staffs, MIS reports, Income & Expenses etc.)

.Ensure AML/CTF Policies are in place

- Involve in business development activities e.g. (arranging programs, camp transactions etc.)
- Handling Branch Accounts Activities
- Looking after whole WPS segment for the branch & Processing salaries through WPS

### Branch Head

Jan 2012 - 30/04/2021

UAE EXCHANGE CENTRE L.L.C.

- Arranging inward & outward funds for the branch.
- Handling wealth management segment
- Perform internal Audit/Risk Audit for other Branch
- Perform AML audit for the branch
- Monitoring foreign currency rate and holding optimum level of stock
- All operational & planning work related to branch performance & improvement.
- Responsible of monitoring overall branch performance, like (target v/s achievement, staff allocation & productivity, Training staffs, MIS reports, Income & Expenses etc.)
- Involve in business development activities e.g. (arranging programs, camp transactions etc.)
- Handling Branch Accounts Activities
- Looking after whole WPS segment for the branch & Processing salaries through WPS

**Chief Cashier/Supervisor**

Jan 2006 - Dec 2011

UAE EXCHANGE CENTRE L.L.C.

- Managing all cash related activities
- Accepting all corporate transactions
- Dealing with retail activity
- Accepting both cash and cheque transactions
- Thorough knowledge about foreign currencies
- Ability to accept any number of transactions
- Arranging inward & outward funding for the branch.
- Changing rates in system.
- Ability to detect fake currencies
- Handling FC transactions.

**office assistant**

Nov 2002 - Jun 2005

Sitaram Industries

- Handling accounts
- Meeting customers periodically to enhance the customer relation with the company
- Preparing aging report ,credit controlling and monitoring daily production

**Medical representative**

Jun 2000 - September 2002

Elan Pharmaceutical

- Visiting doctors on routine and promoting products
- Meetings chemists and placing orders
- Preparing monthly stock report
- Arranging meeting for area managers
- Conducting monthly get together for doctors

**EDUCATION****B.Com Graduate**

1999

- B.Com from Manipal Academy (University of Mangalore - Karnataka)

**Ms office 2000**

2002

Manipal Institute of Computer Education

**ADDITIONAL INFORMATION**

Date of Birth : 03-09-1978

Nationality : Indian

Marital Status. : married

Languages known : English,Hindi,Kannada

Hobbies : Reading, Music Cricket

Driving License : Holding Valid UAE D/L