



Contact

+ 971 529511910

sanojmsone@gmail.com

Al Sadaf Fashion Building
Flat 202
Electra Street
Abu Dhabi

Education

- B. Com | 2011
(Travel and Tourism)
M G University
Kerala, India
- +2 (Higher Secondary) | 2008
Board of Higher Secondary
Examination
Kerala, India
- SSLC | 2006
Kerala Board of Public
Examinations,
Kerala, India
- Accounting Software Package
Tally ERP 9

Languages

English ■ ■ ■ ■ ■

Hindi ■ ■ ■ ■ ■

Malayalam ■ ■ ■ ■ ■

SANOJ VALLIKKAT

CAREER SUMMARY

Highly qualified Exchange Officer with 10 years of experience. Strong supervisory skills combined with extensive experience in Foreign Exchange Trading, Cash Management, Paying and Receiving, and Investigations. Looking to obtain a challenging Leadership position that allows utilizing years of experience, Insight, and knowledge derived from working with a growing Company to achieve optimum utilization of its resources and Maximum profits.

PROFESSIONAL SKILL

- Well versed MS – Office, Internet and E-commerce
- Expert in banking software – Casmex & Iboss
- Attending Both Corporate and individual Customer bank for bank transaction
- Well Knowledge of 60+ foreign currencies

EXPERIENCE

BRANCH MANAGER

Mar 2021 – Jul 2023

Al Jazira Exchange ,UAE

- Supervision of all operational activities in the branch and reporting the same to the head office
- Extends superior customer service by attending to customer queries, complaints, amendments and cancellation as per procedures
- Checking and signing of daily transaction voucher and activity

SUPERVISOR

Sep 2020 – Feb 2021

Al Jazira Exchange ,UAE

- Attends customer complaints & queries with greatest care
- Checking and signing of daily transaction voucher and activity
- All outward remittances through swift message/our bankers settlement done by foreign currency/local currency
- Handling both local and foreign currency
- Perform cash handling, customer service, balance drawer and petty cash
- Dealing with customers and suppliers
- Handling cash and cheque.
- Extends superior customer service by attending to customer queries, complaints, amendments and cancellation as per procedures

Passport Details

Passport Number : U9873424
Date of Issue : 28/04/2021
Date of Expiry : 27/04/2031
Place of Issue : Kozhikode

SKILLS

- Accounting
- Forex Trade
- General Ledger
- Management Skills
- Cash Handling
- Customer Service
- Logic Thinking
- Financial Reporting
- Multi Tasking
- Attention To Detail
- Problem Solving
- Time Management
- Leadership

INTEREST

- Trading
- Social Works
- Share Marketing
- Financial Analysis
- Writing
- Travelling
- Reading
- Photography

TELLER

Jun 2019 – Aug 2020

Al Jazira Exchange

- Remittance bank transfer
- Foreign money exchange
- Handling daily cash transactions
- Travel cheque and International money transfer
- Prepares all types of remittance applications including WU, IC & misc. products
- Checking and signing of daily transaction voucher and activity
- Attends customer complaints & queries with greatest care
- Handling both local and foreign currency

FOREX EXECUTIVE

Feb 2013 – May 2019

Akbar Forex Mumbai Airport, India

- Foreign money exchange
- Handling daily cash transactions
- Travel Cheque and International money transfer
- Prepares all types of remittance application including WU, IC & Misc. products
- Checking and signing of daily transaction voucher and activity
- Attends customer complaints & queries with greatest care
- Handling both local and foreign currency
- Coordinate Wage Protection System
- Extends superior customer service by attending to customer queries, complaints, amendments and cancellation as per procedures
- Handles payments of Western Union and Instant Cash
- Cross sells various products to customer
- Bulk sale and purchase (Foreign currencies)

ACCOUNTANT CUM CASHIER

Apr 2012 – Feb 2013

Akbar Travels of India Pvt Ltd, Mumbai, India

- Perform cash handling, customer service, balance drawer and petty cash
- Control overall Accounting and Financial matters
- Dealing with customers and suppliers
- Handling cash and cheques
- Responsible for billing
- Maintain all accounting transactions

Declaration

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief.

SANOJ VALLIKKAT