



## ORWIN VENON PEREIRA

Knowledgeable of finance, fluent in English and skilled at building connections with clients to improve process. Excellent communication skills combined with an analytical and attentive nature

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📍 Dubai, U.A.E

### WORK EXPERIENCE

**APRIL 2018 - PRESENT**

#### **FC DEALER/SUPPORT ASSOCIATE LULU INTERNATIONAL EXCHANGE LLC, UAE**

- Customer transactions regarding cash, DD, money exchange and digital.
- Techniques in selling currency, dealing with customer and other exchange bank note departments to achieve targeted profit.
- Maintained friendly and professional customer interaction.
- Answering customer queries with informative knowledge.
- Answering phone calls by addressing customer enquiries, solving problems and provided new product information.
- Achieved monthly targets with commitment and cross sell skills.
- Dealing with corporate customer for remittance, Fc, and WPS related transactions.
- Training programs in Cash related, AML/CFT, Customer service, Mastering bank notes, Data quality and other.
- Participated in offline camps and marketing related activities.
- Direct interaction with back office of and other department and exchange house for smooth operational functioning.
- Served as a support executive for UAE operation in the month of August 2020.

**OCTOBER 2016 – OCTOBER 2017**

#### **ACCOUNTS ASSISTANT, ST. MILAGRES CREDIT SOUHARDHA CO-OPERATIVE LTD – KARWAR**

- Operations, lending, product sale, customer service, security and safety in accordance.
- Funds and investment, cash verification, expenditure approval, daily voucher checking.
- Loan application review and decision about sanction.
- Overall branch administration and responsibility.
- Selling life insurance, vehicle insurance and general insurance.
- Dealing with (SD,RD,FD, PIGMY A/C)

### SKILLS

Creative and Analytical mind

Goal focused

Communication and negotiation

Networking

Financial management

Leadership

Time management

### EDUCATION

- Diploma in Financial Accounting, IICT, Bangalore, India (71%)-2016
- Bachelore Of Commerce, St. Aloysius College (Autonomous) Mangalore, India (CGPA-6.05)2013-2016
- Pre-University Course in Commerce, ST.Sebastian Pre University College, Permannur,Mangalore, India(73.33%) 2011-2013.

### PERSONAL PROJECTS

Completed a project work, A study On Mahathma Gandhi National Rural Employment Guarantee Act (MGNREGA)" of Kurnad Gram Panchayat, Mangalore, India.(In the year 2016)

### TECHNICAL SKILLS

- Computer knowledge Basic Skills, Power Point, MS word, MS Excel, Tally, etc.
- Working experience with core Banking, Yom software
- Achieved personal and branch related targets and become FOR EX person, GC alchemist.
- Have obtained many certificates in sports, debate, mimicry and band.
- Certification in AML/CFT, mastering bank note, data quality, customer service excellence. Audit, Operational and organizational development.
- Completed AML/CFT training and obtained certificate from management.

### INTEREST

Community involvement

Travel

Reading

Tracking Industry Trends

Stock Market

### PERSONAL DATA

- VISA Status : Employment
- Passport Number : P3125185
- Marital Status : Single
- VISA Expiry : 21-07-2024

### DECLARATION

Hereby I declare that above information provided by me is correct to the best of my knowledge and shall work to the best of my abilities and try to level up to your expectations.

Orwin Venon Pereira