




PERSONAL INFORMATION



ERSHAD CHIDACHI

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Sex Male | Date of Birth 11 October 1991 | Nationality Indian
Marital Status Married | Visa Status Employment | Visa Expiry Date 09/08/2024

WORK EXPERIENCE

M/S. LULU INTERNATIONAL EXCHANGE L L C

www.luluexchange.com

ASSISTANT BRANCH SUPERVISOR

- Performing the role of the Branch Supervisor and Branch-in-Charge in their absence.
- Supporting the branch In-Charge in the Day-to-Day operation of the branch
- Verifying Documents and processing all kind of Corporate Swift Transactions
- Coordinating with the Corporate clients to obtain the relevant documents to meet the regulatory requirements.
- Dealing with Treasury and Bank Notes department to get the Foreign Currencies and Remittance rate to providing the best market rate to the Corporate and Individual Customers.
- Monitoring branch Targets set by the management.
- Verification of vouchers and other cash related documents.
- Handling Customer Enquiry and Compliments through telephone and Branch level
- Maintaining sound relationship with the customers.
- Transaction and/or Cash Reconciliation
- Day end activities
- Branch compliance management
- Decision making and problem solving
- Act as good cooperation with the colleagues, with the Branch-in-Charge and with all the support units. Thus, a team player.

Exposure in the following areas:

- AML POLICY & CFT Procedures.
- KYC policy & procedures.
- SWIFT Transfers.
- Cash related matters.
- Currency rates and fluctuations.
- Account openings for NON-residents.
- Knowledge of WPS.
- Utility payments
- NEFT, RTGS and IMPS transfers.

Aug2018-Tilldate

May2014-July2018

FOREX CASHIER

- As FC cashier for all selling & buying of Foreign Currency and as Front-Line Associate in branch.
- Investigate currencies to determine genuine from counterfeit, balance transactions and ensure that no shortages and overages, no double posting and misclassifications.
- Cross-sells various allied products and services that are introduced from time to time.
- All works related to inward and outward foreign remittance & payments.
- Performs cash transactions with high level of speed and accuracy.
- Handling customers with different demographics without any biases on nationality and income.
- Processing existing Companies WPS file at branch ends.

July 2012 – January 2014

M/S Accounts and Contractors.
Kochi Kerala.
Accountant

Key Result Areas:

- Reconciliation of Bank
- Payment and Receipt voucher
- All kinds of Bank Transactions.
- Maintaining Purchase & Sales including Stock Register.
- Maintaining Payroll

EDUCATION

Bachelor of Commerce.
B.Com
Kannur University
Kerala, India.

Diploma in Accounting Applications.
Tally 7.2 ,9 & ERP.9

PERSONAL SKILLS

Languages Known

English, Tamil, Malayalam and Hindi

Personality Skills

Good communication skills and Self-motivation

PROFESSIONAL SKILLS

- Having Eight years of experience in Foreign Exchange Industry & Global money transfers.
- Good accounting skills.
- Good Experience with cash handling in large volumes.
- Having a good experience in Customer service role.

SKILLS SNAPSHOT

- Good knowledge in Ms Applications and mailing tools.
- Good Communication skills and soft skills.
- Effective team player as well as leader and efficient in handling pressure.

FORTES SNAPSHOT

- Inspired each and every team member to perform and give their best.
- Recognize the skills of key team members and utilize their strengths to the benefit of the team.
- Ability to understand the problems of members in team.
- Ability to interact independently with clients & work constructively in fast paced and High stressed environments.
- Interact well with peers, superiors, and management.
- Work well independently and as a team member and open to changes.
- Pro-active thinker with belief in teamwork.
- Good working relationships with customers/clients.

Upon request.

REFERENCE