

Akshay B

Relationship Officer/ Remittance Clerk (FOREX)

Looking for a Remittance Clerk position in a dynamic and fast-paced environment, where I can utilize my organizational abilities, interpersonal skills, and technical expertise to deliver excellent customer service and maintain accurate financial records.



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Naif, Dubai, UAE

linkedin.com/in/Akshay B

WORK EXPERIENCE

RELATIONSHIP OFFICER/REMITTANCE CLERK UNIMONI FINANCIAL SERVICES LTD (Formerly UAE EXCHANGE)

10/2020 - 05/2023

Full Fledged Money Changer

Achievements/Tasks

- Execute outbound Telegraphic Transfers, including AD 1 and AD II remittances (SWIFT), authorized by RBI, ensuring compliance with local and overseas regulations.
- Facilitate competitive purchase, sale, and bulk transactions of foreign currencies, fostering strong relationships with competitors and customers.
- Support internal auditors during branch audits and ensure proper filing of documents as per latest HO guidelines.
- Ensure timely and secure dispatch of branch foreign currencies to Pooling centers, following regional head guidelines.
- Deliver quality counter service, managing cash/cheque transactions with operational control.

ASSISTANT BRANCH HEAD

AHALIA FINFOREX

07/2019 - 05/2020

FFMC & NBFC

Achievements/Tasks

- Engage in foreign currency trading with meticulous record-keeping.
- Conduct comprehensive audits of accounting vouchers and office records to ensure accuracy and compliance
- Determine retail exchange rates and enable overseas money transfers through SWIFT.
- Safeguard the main branch locker as its trusted custodian

ASSISTANT BRANCH MANAGER

CHEMMANUR CREDITS & INVESTMENTS LTD

05/2014 - 03/2019

Non-Banking Financial Company

Achievements/Tasks

- Lead branch operations in manager's absence, driving sales target achievement and projected profit growth.
- Delivering an exceptional cashier service to customers .
- Generate regular reports on loan disbursements, collections, and operational metrics for management review
- Promote NBFC's financial products to customers, including insurance, Money Transfers, and investments
- Ensure strict compliance with regulatory and legal requirements for gold loan operations, including AML and KYC norms.

EDUCATION

B.Com With Co-Operation

Kannur University

2012

SKILLS

Cash Handling

Strategic And Analytical Skills

Money Exchange Systems

Attention to Detail

Customer Service

Data Entry and Computer Proficiency

Ability to work under pressure & Problem Solving

Multitasking and Time Management

Financial Record Keeping

Adaptability

Remittance Processing

Compliance and Regulations

Bank Reconciliation

Communication Skill

COMPUTER PROFICIENCY

PGDCA

(Post Graduate Diploma in Computerised Financial Accounting)

2013

Applications

- Tally , Peachtree , Quick Books , Wings Accounting, MS Office

PERSONAL DETAILS

Birth Date : 08 may 1991

Gender : Male

Nationality. : India

Passport No. : W6562408

Date of expiry : 16/11/2032

Visa status. : Visit Visa

Visa Expiry. : 29/10/2023

CERTIFICATION

FOREX , AML , Gold Loan, The Fundamentals Of Digital Marketing.

Name of the institution that issued/awarded it

LANGUAGES

Malayalam



English



Tamil



Hindi

