



# SAURABH J SUVARNA

FOREX CASHIER/ REMITTANCE OFFICER

## WORK EXPERIENCE

### **MUTHOOT FINANCE LTD.(August2018-November2020)**

#### **Forex cashier / Remittance officer**

- Gold loan and Foreign Exchange business.
- Assisted with daily new and existing customers with best services and queries.
- Providing clients with National and International Currency Exchange with best exchange rates
- Provide Remittance business where receiver can receive money through any country through sites like Western Union, Ria money transfer, Money gram, Royal money exchange.
- Receiving payments and issuing loans with receipts of cash and card transaction.
- Balance cash drawer by counting cash at beginning and end of work shift.

### **MANGALORE MARINE EXPORT PVT LTD.(May2022-June2023)**

#### **Accountant**

- Record all data into tally prime and ensure these are accurate and updated regularly.
- Monthly reconciliation of bank statement.
- Handle petty cash and other day to day transaction.
- Manage accounts payable and receivable.
- Provide assistance with balance sheets, tax calculations, and financial statements.

## EDUCATION

#### **Master of Commerce**

ST Aloysius College  
Mangalore University  
2020-2022

#### **Bachelor of Commerce**

ST Aloysius College  
Mangalore University 2015–  
2018

## PROFILE

Experienced in handling cash transactions with customer, appraising gold, collecting and issuing payments with receipts. Provide Remittance and Foreign currency transaction for clients. Establishes local exchange rate for retail customer based on market fluctuations

## CONTACT DETAILS

Phone : 0 5 4 3 9 1 1 2 6 9

Email : [saurabh.mi12@gmail.com](mailto:saurabh.mi12@gmail.com)

## PERSONAL INFORMATION

D O B : 16/03/1996  
Nationality : Indian  
Gender : Male  
Languages : English, Hindi  
Passport No : R2913465  
Visa Status : Visit Visa  
Visa Expiry : 04/11/2023  
Address : Karama, Dubai

## SKILLS

- Communication
- Leadership
- Administrative outlooks
- Time management
- Organizational
- Professionalism

## COURSES

- Tally
- Microsoft Excel
- M S Word

