

RAJKUMAR T C

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Performance driven Professional in pursuit of challenging & enriching assignments in Sales / Admin / Operations with an organization of high repute.



PROFILE SUMMARY

A professional with more than 15 years of experience. Having rich managerial experience as a branch manager in a reputed foreign exchange organization in Oman. Possessing strong leadership and dynamism necessary to provide quality service of the highest order and the efficiency to drive products' competitive advantage. Possess comprehensive knowledge of the money exchange industry, its products and services, and its procedures with the ability to aim high, think smart and act fast.

PROFESSIONAL SKILLS

• Relationship Building • Time Management • Research / Information Gathering • Critical Thinking / Problem Solving • Tech Savvy • Product Knowledge • Business Communication • Client Engagement • Active Listening • Conflict Management & Resolution • Sales Presentations / Demos • Lead Qualification • Closing Skills • Goal-Oriented • Self Motivated / Ambitious • Foreign exchange trader • Commodity broker

ACADEMICS & TRAINING

- Bachelor Of Commerce- Calicut University – Kerala, India
- Diploma In Computer Applications - India

CARRER BACKGROUND

2018 March 2022 May

Branch Manager | Global Money Exchange- Oman



- Direct responsible for execution of the foreign exchange policy
- Managed operations of buying/Selling foreign currencies with direct supervision of 20 team members, in high pressure environment
- Ensuring smoothing functioning of branch operations like cash purchase, sales, holdings, and error free completion of product cycles.
- Promoted as Foreign Currency Cashier in dealing all kinds of bank notes and fixing the F.C deals in a competent rate
- Monitor foreign currency deals, remittances, Branch operations and monitoring the achievement of targets set for the team under self as Branch Manager
- Ensure User Profiles on the Front Office payment processing systems are kept up to date.
- Monitor the day-to-day operation of the Anti-Money Laundering procedures
- Monitor the knowledge and competency of the branch staff to ensure there is awareness and vigilance with regard to Anti-Money Laundering at all times
- Coordinate all communication between Head Office and branch staff
- Manage the end of day cashier balancing (R1) and prepare all necessary documentation for Head Office Requirements
- Promote a sales and service culture through coaching, guidance and staff motivation
- Monitor staff performance and ensure additional training is provided where necessary
- Effectively manage resource utilization ensuring adequate staffing levels.



May 2011 to 2018 March
Cashier -Clerk | Global Money Exchange- Oman

- Promote the company brand to key buyers, ensuring their knowledge is current and appropriate
- Generating new business both in face-to-face meetings and over the phone
- Writing up sales reports, activity reports and revenue forecasts
- Completing all documentation and administrative records, fully and accurately
- Developing and maintaining a database of all contacts
- Work to alert the treasury official and the branch manager of the movement of cash in the fund
- Supplying the cash collected in the fund to the treasury "the main fund of the branch" according to demand and need
- Work on matching his fund daily with the treasury official and the branch manager, supplying liquidity at the end of each day to the treasury in the branch and receiving a receipt voucher from the treasury official
- Receipt and release of receivable vouchers and prove it in the fund's movement book.
- Keep copies of the financial bonds and balance matching bonds with the treasury official and the branch manager of the fund in his own archive
- The disbursement and receipt of any cash assigned to him by the responsibility.

June 2010 to march 2011
Branch Manager – BRD car world



- Identify, evaluate and manage strategic risks and opportunities.
- Ensure compliance with company and industry policies and procedures.
- Increase the overall productivity of the branch by implementing relevant employee training, budgeting effectively, eliminating inefficiencies and capturing growth opportunities.
- Maintain fruitful relationships with current customers and establish good relationships with new ones.
- Develop and oversee sales and marketing strategies.
- Manage daily operations, especially customer service and finance activities, and make improvements as needed.

JULY 2005 to MAY 2010
Team Leader - Marketing | Sitaram Motors Maruti Suzuki



- Be the first point of contact between customers and the dealership
- Demonstrate features and options on all vehicles in inventory
- Answer basic questions about financing and other optional financial products
- Promote the company's service and finance department with buyers to ensure customer loyalty
- Perform vehicle delivery for buyers after a purchase has been completed
- Routinely follow up with buyers to ensure continued satisfaction
- Contribute to dealership sales data by filling out standard reports
- Cold call prospective buyers to generate new business when necessary
- Participates/leads in marketing events, such as tradeshow and tabletop show as needed
- Conducts online research and leads prospecting as needed
- Plans and drives all product promotions strategy of the company
- Educates Team members on strategies for building their respective brand and achieve the given result
- Assists in training and supporting sales team and channel partners to articulate product positioning and the advantages