

SUNIL KUMAR BABURAYA



CONTACT

+919895338361,
sunilkumarbhr@gmail.com
Kerala ,India

ACADEMIC CREDENTIALS

Preedegree

- Calicut university , Kerala

SSLC

- Board of Public Examination, Kerala

ITI

- Calicut University, Kerala

COMPUTER PROFICIENCY

MS Office	★★★★★
Basic Operation	★★★★★
Internet & E- Mail	★★★★★

CAREER ABRIDGEMENT

I am a hard working team player and I enjoy exceeding targets. I look for ways to do things better because I am motivated by being successful and achieving.

I'm a highly motivated individual with outgoing and positive personality able to as well part of them. Self motivated strong leader with excellent communication skills, flexible entrepreneurial tendencies.

EMPLOYMENT CHRONICLE

UNIMONI financial services ltd | 01.11.2008 to 04.03.2022

(formerly known as UAE Exchange financial services Ltd)

Kanhangad, Kasaragod, Kerala, India

Position : BDE

KEY RESPONSIBILITIES

- As an administrative work handling general office duties including data entry, office correspondences, client interaction ,answering phones ,greeting visitors and enquiries.
- Operating web based **Financial accounting** Package for daily accounting operations at branch level& **Foreign Exchange** operations package in accordance with **RBI (Reserve bank of India)** Guidelines set for foreign exchange operations .
- Monitoring the payment of inward **money Transfer** services made from abroad
- Dealing **with all major foreign currencies, Travelers Cheque,Swift transfer** and issuance of **FCDD** (both buy and sell)
- Issuing and reloading International **Debit card**
- Assisting in jobs related to travel ,air ticketing passport and other allied services
- Maintaining of Employee Records, monitoring Employee attendance and leaves, in Web based human resource management system or payroll operations
- Liaison with Banks ,Government or local municipal bodies etc
- Marketing and introduction of Services ,Business promotion and Continuous follow up with:
 - Nationalized banks, Corporate or Business undertakings FEMCs ,Ads ,NBFCs ,traders, merchants ,Travel agents, NRI families general public etc
 - Responsible for coordinating overall operations profitability of branch

LANGUAGES KNOWN



PASSPORT &VISA DETAILS

Passport Number:W4338123

Place of Issue : Kozhikode

INTERESTS

Songs Travelling Reading

REFERENCE

- Available upon request

AHALIA MONEY EXCHANGE| 16/04/2022to till the date
Kanhangad,Kasaragod,Kerala

Position: BSM

Other Activities

JCI (JUNIOR CHAMBER INTERNATIONAL) PRESIDENT 2022

KEY RESPONSIBILITIES

- Represents Local Chapter both internally and externally.
- Manages the local Chapter,leveraging national and international resources
- Leading and Motivating Members.
- Supervise the creation of the upcoming year's plan of action
- Creating the new plan of action to continue best practices and form new goals in relation to membership growth,communications and procedure

PERSONAL DOSSIER

Gender : Male

Date of Birth : 10.05.1979

Nationality : Indian

Marital Status : Married

Permanent Address : Soumya Nivas
Near Kailas Theatre
Kanhangad P O,Kasaragod Kerala,
India 671315

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars.

SUNIL KUMAR BABURAYA

