



NIKHITHA JANE DSOUZA

Dubai, UAE

CONTACT

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EDUCATION

- Master of Business Administration (MBA) in Finance Specialization from Srinivas University, Karnataka in July 2020
- Bachelor of Commerce (B.Com.) from St. Aloysius College Autonomous, Karnataka in April 2018

KEY SKILLS

- Outstanding interpersonal, verbal and written communication skills
- **Certified in SAP (FICO Module)**
- Risk-management
- **Client Acquisition**
- Product Development and Analysis
- Team Leadership
- **Customer Relationship Management**
- Commercial Negotiations
- **Deal Closure**
- Operations
- **Exceptional telephone and computer skills for FX trading**
- Proficient in MS Office (MS Excel, MS Word, MS PowerPoint)

Dedicated Finance Professional with over one and half years of experience in Foreign Exchange services looking for better opportunities in Dubai.

PROFILE SUMMARY

- Commercially astute and thoroughly conversant with the FX market with the capacity to smoothly handle FX forward operations.
- Business-focused professional who can identify new customers and build a relationship with them to increase the business potential.
- An excellent performer with strong leadership and communication skills.
- Adept in networking and delivering services to ensure client satisfaction whilst meeting revenue & profitability targets to meet the company's objectives.
- Expert in complying with customer requirements on the current inclination.
- Accepting new challenges and responsibilities, consistently, and rapidly rising to the highest levels of performance with a positive ideology that there is always more to learn every day.

WORK EXPERIENCE

Kanji Forex Pvt. Ltd., Mumbai
Forward Dealer

Dec 21-Jul 23

- Analyzed and interpreted market conditions/movements to achieve best execution orders on behalf of 10+ banks.
- Worked closely with the Forex bank dealers to quote competitive pricing that optimizes client flows and profitability mainly for swaps in dollar-rupee deals.
- Booked and traded derivative positions to 12+ bank dealers, while monitoring the company's position and cash flows in compliance with all current RBI regulations.
- Ensured all trades were booked to the front office position-keeping system on the day they were executed.
- Supported Local Markets Treasury team with views on FX markets, advice on limits with counterparties, and other tasks to improve the performance.

PERSONAL DETAILS

- Sex: Female
- Date of Birth: 1st July 1997
- Civil status: Married
- Nationality: Indian

PASSPORT DETAILS

- Passport no : U3473092
- Date of issue : 28/09/2020
- Date of expiry : 27/09/2030
- Place of issue : Bengaluru
- Visa status : Visit Visa

LANGUAGES

English, Hindi, Marathi, Kannada,
Tulu, Konkani.

- Took ownership of clients' inquiries and resolved them to ensure customer satisfaction.
- Maintained client relationships in and across multiple levels within the client's organization to drive incremental growth.
- Facilitated quarterly performance incentives.

Auto Institute, Mumbai

Feb 21-Nov 21

Counsellor, Back Office

- Executed diligently while admitting students and adhered to organizational requirements and procedures.
- Update and preserved records for 200+ students and leads using offline files and computer databases.
- Maintained fee status for 200+ students to ensure that the payments happened on time aiding in billing and collections processes.
- Performed general administrative support work such as running reports, copying, filing, faxing, etc.
- Applied comprehensive knowledge and expertise to solve diverse queries from current and prospective students.