



SANDEEP BOSE

BRANCH INCHARGE



PROFILE INFO

• Holding Bachelor's degree in bachelor of Commerce with 13+ years' experience as a Branch in charge, Supervisor and MLRO in the field of money exchange industries with esteemed organization that includes relevant experience in Gulf and India. • Having experience in handling various Software like SYMEX, CASMAX, and ThoughtBox.



WORK EXPERIENCE



Branch Incharge

(March 2020 - Ongoing)

Unimoni Exchange:- (Bur Dubai, Sonapur & Sharjah) (Mawarid Exchange)

- Responsible for all operational aspects of the branch.
- Assist all the staff in day to day operations of the branch.
- Gives training to all new staffs regarding operations.
- Help the staffs to overcome any difficulties faced by them while attending the customer.
- Motivate all the staff at the counter to perform their best in the duty allocated to them.
- Ensure that all security aspects of the branch are intact.
- Ensure that all the registers and other records are properly maintained.
- Execution and implementation of the regulations issued by Central Bank of the UAE and our In-house anti money laundering policies and procedures.
- Conducting marketing activities .



Branch Supervisor / MLRO (Aug 2016 - Feb 2020)

GCC Exchange :- Deira Dubai

- Reporting the money laundry activities to compliance officer.
- Preparation of STR, ISTR reports based on the AML policy.
- Conducting EDD and onboarding corporate Clint's.
- Verification of corporate documents and maintaining the updated documents list.
- Verification of corporate TT documents (BL, Invoice, ultimate owner details including OFAC & name screening)
- Booking Tom/Spot values from deal department for individual high value customers.
- Assisting treasury management (Funding, FC bulk buy/ Sell, FC exports/imports).
- Verification of WPS file uploading status on daily basis.
- Documents preparation for Central bank auditing.
- Staff duty schedule arrangements.



CONTACT



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EDUCATION



Bachelor Of Commerce

Dr. CV Raman University



ITI Electrical

Gov. ITI Chalakudi



LANGUAGE

- English
- Malayalam
- Hindi
- Tamil



PERSONAL PARTICULARS

Date of Birth : 16- May- 1987

Age : 36

Nationality : Indian

Gender : Male

Marital Status : Married

Passport no : R8126966

Date of Expiry : 18-July-2027

Driving License : 4151761

SKILLS

- Administration, Operations, Marketing & Dealer.
- Expediting and progress monitoring skills.
- Efficient management of interfaces with inter-departments.
- MS Office, Adobe Acrobat
- Very good Inter-personal relationship within the organization with the clients
- Fast learning capacity, high degree of initiative and great sense of responsibility.



Branch Supervisor

(July 2010 - June 2016)

Ahalia Money Exchange :- Raha Village Abu Dhabi

- Manage branch operations in the absence of Manager
- Supervision of branch activities
- Providing fast, excellent and error free remittance (DD/TT/PT etc) to customers in a very professional way
- Follow AML policies and procedures of the company wherever applicable
- Attending all telephone calls and give currency rate and information as required by callers.
- Give training to new staffs and convey his/her training needs to branch managers
- Involve branch staff in sharing ideas and suggestions to make the branch more profitable.
- Liaise with Marketing Team to create different campaigns and promotions for the branch to increase footfalls and profitability.
- Promote the various company and third-party products.
- Ensure promotional activities undertaken at Head office effectively trickles down to the customer base.
- Perform pre-audit duties and handle the internal and external audits at the branch.
- Proper filing of relevant records and confidential letters of the branch.
- Bank Remittances to all Countries.
- Other duties assigned from time to time by the Branch Manager to ensure the smooth functioning of the branch



Junior Officer/ FC Cashier (April 2008 - June 2010)

Ahalia Money Exchange :- Punjab, NewDelhi & Kerala

- Assist for fund management and Bank reconciliation activities
- Accounting of all daily transactions in tally
- Handled Foreign Currency businesses (Buying & Selling)
- Managed Money Transfers (Xpress Money, Money Gram, Instant Cash, Ez Remit)