

Akshay B

Remittance Clerk / Teller(FOREX)

Dynamic Remittance Clerk seeking a challenging role in banking, money exchange, or administration. With a focus on accuracy and customer satisfaction, I aim to contribute to the efficient processing of financial transactions and uphold the highest standards of service excellence.



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WORK EXPERIENCE

RELATIONSHIP OFFICER/REMITTANCE CLERK UNIMONI FINANCIAL SERVICES LTD (Formerly UAE EXCHANGE)

09/2020 - 03/2024

Full Fledged Money Changer

Achievements/Tasks

- Executed outbound Telegraphic Transfers (SWIFT), authorized by RBI, ensuring 100% compliance with local and international regulations, processing over \$500,000 monthly.
- Facilitated competitive purchase, sale, and bulk transactions of foreign currencies, increasing transaction volume by 15% year-over-year.
- Supported internal auditors during branch audits, maintaining a 100% compliance rate with HO guidelines through meticulous document management.
- Delivered exceptional counter service, managing cash/cheque transactions accurately, reducing transaction errors by 20%.
- Secured timely dispatch of currency to pooling centers.

ASSISTANT BRANCH HEAD AHALIA FINFOREX

07/2019 - 05/2020

FFMC & NBFC

Achievements/Tasks

- Engaged in foreign currency trading with precise record-keeping, boosting transaction accuracy by 25%.
- Conducted comprehensive audits of accounting vouchers and office records, achieving a 100% accuracy rate.
- Determined retail exchange rates and facilitated overseas money transfers through SWIFT.
- Safeguarded the main branch locker as its trusted custodian, ensuring zero security breaches.

ASSISTANT BRANCH MANAGER CHEMMANUR CREDITS & INVESTMENTS LTD

05/2014 - 03/2019

Non-Banking Financial Company

Achievements/Tasks

- Led branch operations in the manager's absence, driving a 20% increase in sales and achieving projected profit growth consistently.
- Generated regular reports on loan disbursements, collections, and operational metrics, contributing to data-driven decision-making by senior management.
- Ensured strict compliance with regulatory and legal requirements for gold loan operations, including AML and KYC norms, passing all audits with no findings.

EDUCATION

B.Com With Co-Operation Kannur University

2012

SKILLS

Cash Handling

Strategic And Analytical Skills

Money Exchange Systems

Attention to Detail

Customer Service

Data Entry and Computer Proficiency

Ability to work under pressure & Problem Solving

Multitasking and Time Management

Adaptability

Financial Record Keeping

Excel Formulas and Functions

Remittance Processing

Compliance and Regulations

Bank Reconciliation

Communication Skill

Data Analysis

Power BI

Ethical Integrity

COMPUTER PROFICIENCY

PGDCA

(Post Graduate Diploma in Computerised
Financial Accounting)

2013

Applications

- Tally ,Peachtree ,Quick Books , Wings, MS Office.

PERSONAL DETAILS

DOB : 08-05-1991 / Gender : Male

Nationality : Indian

Passport No. : W6562408 / Date of expiry : 16/11/2032

Visa status. : Visit Visa

Visa Expiry. : 05/10/2024

CERTIFICATION

FOREX , AML , Gold Loan, The Fundamentals Of Digital
Marketing.

Name of the institution that issued/awarded it

LANGUAGES

Malayalam

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English

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Tamil

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Hindi

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