

ABHIRAM K J

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Summary

Client focused Branch supervisor seeking suitable job opportunities in financial services industry with willingness to learn & contribute for the growth of organization with dedication & hard work.

Skills & Abilities

- Rich experience in money transfer, services, online transfers, sales, and foreign exchange
- Experience in all department's transaction, management, and banking
- Thorough knowledge of sales procedure billing and reporting
- Hands on leader with strong expertise in company operations
- Excellent business development skills, good understanding, and passion for client relations
- Proficient in MS Office & Tally
- Excellent communication and interpersonal skills
- Highly organized and strong analytical abilities
- Ability to perform duties individually and as a team player

Professional Experience

- Organization : **Federal exchange**
Place : Abu Dhabi , United Arab Emirates
Designation : Branch supervisor
Duration : 27-09-2021 to Present
Job Functions : Foreign exchange, cash handling, Marketing, Business Development,
- Organization : **Ahalia Money Exchange & Financial Services Pvt Ltd.**
Place : Vadanapally, Kerala
Designation : Customer Relation Executive
Duration : 20-08-2019 to 30-04-2020

Job Functions : Foreign exchange, Company Operations, Business Development, Strategy, Planning, Team Building & Training, Product Campaigning, Project Management, Travel & Tours.

- Advise clients on financial services, products and resolve issues.
- Reach out to prospective customers to sell services and products.
- Manage customer bank accounts and oversee transactions.
- Clearing customer queries by giving proper information and guidance.
- Assist customers in documentation.
- Maintain good and effective customer relationships.
- International Currency Exchange (FOREX)
- Travel Currency Card (TCC)
- Money Transfers via SWIFT, MTSS and DMTSS
- Procuring customers for Loans including Personal Loans, Gold Loans, and Property loans and processing the same.
- Assistance in acquiring pan card and passport for the customers.
- Acquiring the customers for deposits and bonds.
- Aid in tickets booking and visa procurement for customers.
- Assistance in attestation of various certificates.

Educational Qualifications

- **Bachelor of Commerce (B.Com)** (2016 – 2019)
William Carey University Shillong, Meghalaya, India
- **Professional Diploma in Computerized Financial Accounting** (2015 – 2016)
Kerala State Rutronix, Thiruvananthapuram, India.
- **Higher Secondary Education** (2014 – 2016)
Board of HSE, Kerala
- **Secondary Education** (2013-2014)
Central Board of Secondary Education (CBSE), New Delhi

Personal Details

Name	:	ABHIRAM K J
Date of Birth	:	20/01/1999
Gender	:	Male
Nationality	:	Indian
Languages Known	:	English, Malayalam, Hindi, & Tamil
Permanent Address	:	Kadavil House, Engandiyur Post, Thrissur, Kerala, India Pin: 680615
Passport No.	:	T4679904 (Valid till 10/03/2029)
UAE Driving License	:	2765274 (Valid till 08/04/2029)