

# SARI RAJESH

📞 +968 7908 0986

✉ sarurash@gmail.com

👤 Oman

## LANGUAGE

- English, Malayalam, Hindi

## EDUCATION

B.A: ECONOMICS

St. Joseph College, Calicut  
University

## REFERENCES

Available On Request.

## PROFESSIONAL SUMMARY

Accomplished Branch Manager offering demonstrated success in coordinating branch operations and with strict oversight of the annual budget. Works well with staff and senior leadership to build success-oriented culture, and achieve business objectives. To work in an organization that provides opportunities for growth and development in a rich, vibrant and highly competitive environment and to add value to the organization through innovation, creativity, hard work and commitment.

## SKILLS

- Leadership and Management Abilities
- A Keen Planner, Strategist, and Implementer with demonstrated abilities in customer satisfaction and cost control
- Effective Communication / Relationship Building / Interpersonal Skills / Problem Solving and Client Servicing.
- Customer relationships
- Client acquisition
- Customer relationship development
- Performance optimization
- Financial reporting oversight
- Workflow coordination
- Training and development

## EXPERIENCE

BRANCH MANAGER

HAMDAN EXCHANGE COMPANY L.L.C

Muscat Oman

October 2019 - Current

- I am managing a branch with all kinds of responsibilities.
- Reporting to the head office day-to-day activities.
- Processed financial transactions such as deposits, payments, cashing checks, processing wire transfers, and various drafts.
- Foreign currency buying and selling.
- Branch Manager, Cashier & Customer Services
- Handling Telemarketing, corporate sales as well as counter sales also
- Promoted and pertained bank products and services to satisfy customers' financial needs and goals.
- Processed commercial and consumer transactions following established policies and procedures.
- Maintained cash secure and a high level of safety and security for the bank

### BRANCH MANAGER

Bahrain India International Exchange Company

Bahrain

Bahrain

January 2019 - October 2019

### BRANCH MANAGER

Modern Exchange Bahrain

Bahrain

September 2017 - November 2018

### CASHIER & CUSTOMER SERVICES

Modern Exchange Oman

Muscat Oman

January 2014 - September 2017