




VIJAY A

FOREX EXECUTIVE

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 Dubai, UAE

PROFESSIONAL SUMMARY

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

EDUCATION

BACHELOR OF COMMERCE

*Arignar Anna Government Arts College,
Musiri (2011 - 2014)*

HSC

*Government Boys Higher Secondary
School, Mettupalayam (2009 - 2011)*

WORK EXPERIENCE

 **Redha Al Ansari Exchange, UAE | April 2022 to Present**

FC Exchanger cum Transfer Clerk

- Customer service and front office operations including but not limited to Remittance operations.
- Cash operations, WPS operations, processing all sub-products of the company, lobby management, etc.
- Filing of routine documents such as daily vouchers, letters, etc.
- Update themselves on Anti-Money Laundering/CFT and Know Your Customer Policy.
- Reporting any suspicious customer transaction/Activity to the BCO/MLRO
- Preparation of daily reports to the Manager/Supervisor.

 **Smart Talk Solution India Pvt Ltd, Chennai | Jan 2021 - March 2022**

Sales Executive

- Achieved sales goals and service targets by cultivating and securing new customer relationships.
- Monitored customer buying trends, market conditions and competitor actions to adjust strategies and achieve sales goals.
- Analyzed past sales data and team performance to develop realistic sales goals.

SKILLS

- Cash operations
- Sales & Marketing
- Staff management
- Auditing experience
- Microsoft Office
- Tally ERP 9
- Product restocking
- Customer Service
- Cashier Support
- Forex Markets
- Training and Development

LANGUAGES

- English
- Tamil

Place:

Date:



EBIX Cash World Money Ltd, Coimbatore |

Aug 2015 - Jan 2021

Supervisor

- Managed Foreign Exchange Cashiering & Operations as per Statute and RBI guidelines
- Processed POS transactions, including checks, cash and credit purchases or refunds
- Carried out day-day-day duties accurately and efficiently.
- Offered friendly and efficient service to customers, handled challenging situations with ease.



Altius Technologies Pvt Ltd, Chennai |

Nov 2014 - Aug 2015

Team Member

- Enter numerical data into databases with speed and accuracy using a 10-key pad
- Complete data entry tasks with accuracy
- Correct any data entry errors to prevent later issues such as duplication or data degradation 2
- Learn all the required tasks quickly to maximize performance
- Develop cooperative relationships with coworkers and managers

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