



## RAMANDEEP SINGH .

### FOREIGN CURRENCY DEALER

✉ rsohig5449@gmail.com  
📅 Date of birth  
23/07/1996  
🇮🇳 Indian  
📍 SIKH  
📞 056 968 1019  
👤 Single

### Languages

English

Hindi

Punjabi

### Interests

MUSIC

FOOTBALL

BOOK READING

WRITE NOVELS

INTERDAY TRADING

STOCK MARKET

### Skills

Handling cheques for clearing

Answer customer Enquiries

Seek Advice

Follow Up

Mindset

Product and service knowledge

Focus problem solving

Empathy

Personalised

Active listening

To obtain a challenging position in a dynamic company wherein my professional expertise, excellent customer service and academic skills will be applied in making a significant contribution in a competitive and growth-oriented organization.

### Work experience

#### FOREIGN CURRENCY DEALER

Since November 2022 [AL RAZOUKI INTERNATIONAL EXCHANGE DUBAI](#)

Worked with **AL RAZOUKI INTERNATIONAL EXCHANGE** as **Customer service officer** and **teller** of branch.

##### My key responsibilities included:

##### Key Responsibilities:

- Supervised daily foreign exchange transactions, ensuring accuracy and compliance with company policies.
- Managed and trained a team of tellers to improve efficiency and customer service.
- Handled high-value currency exchanges while ensuring fraud prevention measures were followed.
- Monitored exchange rates and provided guidance on competitive pricing strategies.
- Ensured strict compliance with anti-money laundering (AML) and regulatory requirements.
- Resolved customer complaints and escalations, ensuring a smooth service experience.
- Assisted senior management with operational reports and performance analysis.

#### INVENTORY

From January 2020 to October 2022 [WESTZONE SUPERMARKET DUBAI](#)

- Monitored and managed stock levels to ensure optimal inventory availability
- Conducted regular stock checks and audits to identify discrepancies and maintain accuracy.
- Coordinated with suppliers and vendors for timely stock replenishment.
- Maintained organized storage areas and ensured adherence to company safety and cleanliness standards.
- Assisted in implementing inventory control systems to minimize wastage and reduce costs.
- Generated detailed inventory reports to support management in decision-making.

#### SUPERVISOR

From January 2015 to March 2020 [DASHMESH MECHANICAL WORKS AMARGARH INDIA](#)

- Oversaw daily operations, ensuring team productivity and adherence to company policies.
- Trained and guided staff to maintain high customer service and operational standards.

Assets

- Interpersonal
- Time Management
- Empathy
- Patience

Education

- **COMPUTER ENGINEERING**  
From March 2012 to March 2015    [BHAI GURDAS POLYTECHNIC COLLAGE](#) Sangrur, PB, India
- **INDUSTRIAL TRAINING INSTITUTE**  
From March 2017 to March 2019    [SHAHEED BHAI MANI SINGH COLLAGE](#) Patiala, PB, India

Computer skills

- C3 PORTAL
- CASMAX (EXCHANGE HOUSE SOFTWARE)
- ASPIRE
- WPS PRO
- INSTANT CASH
- WESTERN UNION
- RIA MONEY
- TRANSFAST