

# CHITTANAND PUTHRAN

DUBAI | +971 501574235 | chittanand.puthran@gmail.com

## Professional Summary

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Ambitious and Self-Motivated individual with 6 years of Experience, Excellent Knowledge of Forex Operations, Accounts and Customer services level, seeking for a position in your organization for mutual growth and development.

## Skills

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- Friendly and Positive attitude
- Excellent Customer Service
- Excellent Communication skills
- Attentive
- Forex Compliance knowledge
- Accounts knowledge (Payable and Receivable)
- Basic Computer knowledge

## Experience

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### TELLER/ CASHIER

09/2021 to Current

#### REDHA AL ANSARI EXCHANGE L.L.C – DUBAI

- To develop encashment and sales of currency at the counter.
- Processing VAT payment and salary collection.
- Reviewing the transactions adherence to compliance procedure of Anti Money Laundering Law and Central Bank of UAE regulations and reporting compliance issues.
- To ensure proper control on all currency stocks as per the procedure.
- Receive complaints and resolve problems.
- Prepare and submit daily and monthly reports

### FOREX OFFICER

08/2019 to 04/2021

#### ARVOG FOREX PVT LTD – MUMBAI

- Coordinating with branches and clients for forex card bookings in system.
- Ensure all forex cards are loaded before EOD.
- Reconciliation of bank accounts payment and receipts.
- Coordinating with branches to ensure funds received are relevant to

transaction receipt and amount is matching.

- Ensure documents are collected according source of funds and no duplicate receipts punched.
- Checking and ensuring all the documents of transactions is as per RBI rules and regulations.

**FOREX EXECUTIVE OFFICER**

07/2017 to 08/2019

**THOMAS COOK INDIA LTD – MUMBAI**

- Managing & processing walk-in customers, students and corporate transactions.
- Selling, up selling and loading of forex currency cards ·
- Processing remittance of students.

**FOREX EXECUTIVE OFFICER**

11/2015 to 06/2017

**CENTRUM DIRECT LTD – MUMBAI**

- Processing walk-in customers ·
- To record all sale & purchase transaction and file relevant documents on daily basis.
- To ensure about documents of transaction as per company policy & procedure, RBI rules & regulation.
- Deputed as a Supervisor for Execute operational management to Ahmedabad airport and Pune airport Centrum.

**Education**

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**POST-GRADUATE DIPLOMA: FINANCE**

Mar 2021

**Welingkar Institute of Management Development & Research - MUMBAI**

**BACHELOR OF COMMERCE : FINANCE**

Mar 2016

**UNIVERSITY OF MUMBAI - MUMBAI**

**PERSONAL INFORMATION**

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Date of Birth : 4th June 1994

**LANGUAGE**

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English , Hindi and Tulu