

# Dipon Das

Branch Manager



10+ years of experience in providing banking and financial service, customer services, accounting and auditing and Sales and marketing. Responsible to provide good management, training and motivation to junior teller. Responsible for all branch transaction screening, KYC checking, follow AML policies and custodian for Branch safe vault.

## Address

1-4 A, 515, Al Khail Gate, Al Qouz 2, Dubai, UAE

## Phone

+971543792595

## E-mail

dasdipondas@gmail.com

## Skills

### Communication



### Customer Service



### Teamwork



### Auditing



### Foreign Currency Sales and Purchase



### KYC and Documents Screening



### Cross Border Remittances



### Cash Management



### Relationship Management



### Team Leader



## Languages

English : Fluent

## Education

May, 2005 - June, 2008  
Bachelor of Commerce  
Tripura University  
Agartala, Tripura, India

## Work Experience

January, 2016 - present, Branch Manager  
Al Fardan Exchange LLC Dubai  
Create strategies to grow business opportunities. Build new customer relationships Retain existing customers. Resolve customer issues. Ensure customers' financial needs are met. Develop and monitor sales strategies. Identify and develop new sources of business. Train, mentor and guide branch banking staff to function effectively. Monitor, verify, rectify and update all accounting records. Prepare financial statements and operational reports for the head office. Manage staffing.  
Al Ameen Mall, Al Qouz, Dubai, UAE

January, 2013 - January, 2016 Accountant cum Auditor  
Govt. of Tripura (Department of Education)  
Reviewing companies bank accounts, check balance against ledger amounts and verifies that such amount agree with financial statement items such as a asset, liability, revenue or expenses. Prepare payments by verifying documentation and requesting disbursements. Maintain Cash Book, Ledger Book, Stock Register, Asset Register, Cheque Issue Register. Auditing different Govt. school.  
Kumarghat, Unakoti, Tripura, India

June, 2010 - January, 2013 Marketing Executive  
CSMO Nextier India Pvt.Ltd.  
Promote and sell pharmaceutical drugs products to Doctors, Nurse and Pharmacist. Arranging awareness program, answer queries, provide advices and introduce new products in the market. Reaching annual sales targets.  
Agartala, Tripura, India

September, 2009 - June, 2010 Associate  
Aditya Birla Minacs world wide Ltd.  
Providing correct and complete information inquiries by customer with customer satisfaction. Resolving problems by clarifying issues, researching exploring answer and alternative solutions.  
Salt Lake Sector 5, Kolkata, India

March,

**Bengali** : Expert

**Hindi** : Expert

**Urdu** : Fluent

2009 - Customer Service Associate  
September, Sparsh BPO Service Ltd.  
2009 Providing information regarding product offer. Resolving problems by clarifying issues, researching exploring answer and alternative solutions.  
*Salt Lake Sector 5, Kolkata, India*

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## Training & Certifications

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2006 Entrepreneurship Awareness  
Indian Institute of Entrepreneurship(IIE)

2016 Training for AML and Combating Terrorism Financing  
Al Fardan Exchange LLC Dubai

2015 Tally ERP 9

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## Awards

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2019 Best Employee award for 2nd Quarter 2019 from Al Fardan Exchange LLC.

2018 Best Employee award for 1st Quarter 2018 from Al Fardan Exchange LLC.

2018 Best Employee award for 4th Quarter 2018 from Al Fardan Exchange LLC.

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## Personal Information

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Gender : Male  
Marital Status : Married  
Birth Date : 10/09/1986  
Nationality : Indian  
Passport No : Z2614605  
Expiration Date : 11/28/2023