



SANOJ VALLIKKAT

A persuasive, energetic, positive – thinking individual possessing in Accounts/Finance and money exchange field backgrounds with inter personal skills, Experienced in working with a team and equally comfortable working alone. Resourceful with the ability to assess all issues to adequately protect clients and complete projects producing professional results while adhering to rigid deadlines.

Contact

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Al Sadaf Fashion Building
Flat 202
Electra Street
Abu Dhabi

Languages

English

Hindi

Malayalam

Personal Details

Date of Birth : 06/09/1990

Nationality : Indian

Marital Status : Married

EDUCATION

- Bachelor of Commerce (Travel and Tourism)
M G University, kerala 2011
- Higher Secondary
Board of Higher Secondary Examination, Kerala, 2008
- SSLC
Kerala Board of Public Examinations, Kerala, 2006
- Accounting Software Package
Tally ERP 9

PROFESSIONAL SKILL

- Well versed MS – Office, Internet and E-commerce
- Expert in banking software – Casmex & Iboss
- Attending Both Corporate and individual Customer bank for bank transaction
- Well Knowledge of 60+ foreign currencies

EXPERIENCE

BRANCH MANAGER

March 2021 - present

Al Jazira Exchange ,UAE

- Supervision of all operational activities in the branch and reporting the same to the head office
- Extends superior customer service by attending to customer queries, complaints, amendments and cancellation as per procedures
- Checking and signing of daily transaction voucher and activity

Passport Details

Passport Number : U9873424
Date of Issue : 28/04/2021
Date of Expiry : 27/04/2031
Place of Issue : Kozhikode

INTEREST

- Trading
- Social Works
- Share Marketing
- Financial Analysis
- Writing
- Travelling
- Reading
- Photography

TELLER

Jun 2019 – Feb 2021

Al Jazira Exchange

- Remittance bank transfer
- Foreign money exchange
- Handling daily cash transactions
- Travel cheque and International money transfer
- Prepares all types of remittance applications including WU, IC & misc. products
- Checking and signing of daily transaction voucher and activity
- Attends customer complaints & queries with greatest care
- Handling both local and foreign currency

FOREX EXECUTIVE

Feb 2013 – May 2019

Akbar Forex Mumbai Airport, India

- Foreign money exchange
- Handling daily cash transactions
- Travel Cheque and International money transfer
- Prepares all types of remittance application including WU, IC & Misc. products
- Checking and signing of daily transaction voucher and activity
- Attends customer complaints & queries with greatest care
- Handling both local and foreign currency
- Coordinate Wage Protection System
- Extends superior customer service by attending to customer queries, complaints, amendments and cancellation as per procedures
- Handles payments of Western Union and Instant Cash
- Cross sells various products to customer
- Bulk sale and purchase (Foreign currencies)

ACCOUNTANT CUM CASHIER

Apr 2012 – Feb 2013

Akbar Travels of India Pvt Ltd, Mumbai, India

- Perform cash handling, customer service, balance drawer and petty cash
- Control overall Accounting and Financial matters
- Dealing with customers and suppliers
- Handling cash and cheques
- Responsible for billing
- Maintain all accounting transactions

Declaration

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief.

SANOJ VALLIKKAT