

# CURRICULUM VITAE

## PERSONAL DETAILS



NAME : SANDEEP KUMAR DAS  
DATE OF BIRTH : 08-04-1984  
CITIZENSHIP : INDIA  
ADDRESS : A7 805 AL KHOR TOWER, RASHIDIA 1 AJMAN, UAE  
CONTACT : 971-529352401  
LICENCE : UAE DRIVING LICENCE HOLDER  
EMAIL : dassandeep9899@gmail.com

## CAREER OBJECTIVE

To explore the horizon of Hospitality by providing Excellent Customer Service anytime. To deliver excellence in every job assigned on the pathway to achieve and maintain the VISION & MISSION of the Company.

## PROFILE IN BRIEF

- Proven experience as Branch In charge of 10.6 years.
- Good in analytical, problem-solving, decision-making, communication, and technical skills.
- Ability to lead a team and work in a team as well.
- Ability to adapt positively to changes in working practices or environment.
- Friendly, sociable, hardworking, and very good in public relations and public speaking.
- Well organized, mannered, and naturally persuasive.

## PERSONAL OBJECTIVE

My desire is to create a truly competitive field wherever I work. I want to bring my enthusiasm and confidence to the organization and the people I work with.

## ACADEMIC QUALIFICATION

Bachelor of Commerce -2003  
Intermediate (Commerce) -2001  
Matriculation - 1999

## COMPUTER SKILLS

- Tally 6.3, 8.7, and Tally .09 MS Office (Word, Excel, and PowerPoint & Outlook) Application
- AutoCAD in Civil

## TRAININGS

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- **AML training by Foreign Exchange and Remittance Group UAE(FERG)**
- **Cash n Me training.**
- **Western Union training.**

## PRESENT WORK EXPERIENCE

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LULU INTERNATIONAL EXCHANGE- UMM AL QUWAIN August 2017 to 6TH JULY 2023

*DESIGNATION – Branch In charge*

### Duties and Responsibilities

- Complying with AML/CFT/ KYC policy & procedures.
- Maintaining ISO standards in branch daily activities.
- To make weekly duty roster, target allocation to staff, monitor employee performance, monitor business growth, corridor wise report analysis.
- End-day reconciliation of western union, POS, and WPS with system report.
- Operate security cameras when there is a cash shortage by the cashier.
- Train new FLA/FC Cashier /ABS in the branch.
- Acquisition of new customers.
- Effective handling of customer complaints asap.

## PREVIOUS EXPERIENCE

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Al Falah Exchange Company LLC – Ajman Branch December 2012 to July-2017

*DESIGNATION – Branch In charge*

## PASSPORT DETAILS

## LANGUAGES KNOWN

|                               |         |           |
|-------------------------------|---------|-----------|
| Passport number : G9306548    | English | Excellent |
| Date of issue : 26 JUNE 2018  | Hindi   | Excellent |
| Date of expiry : 25 JUNE 2028 | Bengali | Native    |
| Place of issue : DUBAI        | Arabic  | Beginner  |
| Visa Status : VISIT VISA      |         |           |

## OTHER INTERESTS

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- A Helpful-minded person and having a service mentality.
- A passionate follower of sports, especially cricket.
- ☒ Having an interest in drawing, sketching, and painting
- Listening music, watching movies, and reading books are my other interests.

## ACHIEVEMENTS

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1. My branch has been rewarded with appreciation by the Lulu International Exchange for achieving the top PAYKII in UAE in January 2022

**Declaration:**

- ✓ I hereby declare that the information furnished above is true to the best of my knowledge.
- ✓ Reference can be furnished on demand.

***Sandeep Kumar Das***