

# AJAY KANAUJIYA

TELLER (BRANCH COMPLIANCE OFFICER)



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Dubai, Dubai



## PROFESSIONAL SUMMARY

Overall 6 years' of experience in Financial Services industry - Cash Handling, Remittance, Foreign Exchange, and Customer Relationship Management. Sound understanding of international and local regulatory laws, AML/ CTF Policies. Detail-oriented professional with excellent communication, interpersonal, and creative thinking skills. Aiming to leverage my abilities to successfully fill the vacancy at your company. Frequently praised as hard-working by my peers, I can be relied upon to help your company achieve its goals.

## EXPERIENCE

### Al Fardan Exchange - Service Officer

Sharjah • 04/2022 - Present

Cash Handling, Remittance, Foreign Exchange. Sound understanding of international and local regulatory laws, AML/ CTF Policies. Comprehensive understanding of banking and financial industry. Proficient in exchanging foreign currencies.

- Extensive experience about Asian corridor transactions.
- Selling and purchase foreign currencies with good amount of margin.
- Well aware about international and local regulatory laws, AML/CTF policies.
- Working as a Branch Compliance Officer for 7 months and done the job with 100% accuracy.
- In-depth knowledge about Cheque transactions and its processing time.
- Sound understanding about customer service and the benefits of maintaining an eye contact with the customers.
- Performed data entry duties accurately and efficiently using various software applications.
- Trained new employees on departmental procedures as well as best practices for interacting with customers.

## EDUCATION

### CSJM UNIVERSITY KANPUR INDIA - BACHELOR'S DEGREE

INDIA • 06/2015

**Bachelor of Arts (B.A.):** English Literature

## SKILLS

- Adobe Photoshop
- Adobe InDesign
- Adobe Illustrator
- Adobe After Effects
- Ms Word
- Ms Excel
- Ms PowerPoint
- Digital Marketing
- Microsoft Outlook
- Microsoft PowerPoint
- Customer Service
- Data Analysis

## **UAE Exchange Centre LLC UAE - Head Teller**

*Musaffah, Abu Dhabi • 05/2018 - 02/2022*

- Proficient in exchanging more than 25 different currencies
- Process international and domestic transactions in an accurate and quick manner
- Provide exemplary customer service, helping to ensure customers leaving the branch with a lasting positive impression
- Recorded amount received and prepared report of transactions
- Build rapport with customer asking meaningful questions to better understand their financial needs
- Manage and handle the cash and Cheque transactions at the teller counter.

## **RHDL international BPO India - Customer Support Executive**

*01/2016 - 12/2017*

- Responded to customer complaints with empathy, patience, and understanding.
- Utilized problem-solving skills to resolve escalated customer service issues in a professional manner.
- Documented detailed information about customer queries for future reference purposes.
- Ensured compliance with all relevant regulations related to data privacy and security protocols.
- Actively listened to customers' concerns in order to provide accurate solutions that meet their expectations.

## **HemSupra Private Limited - Digital Product Designer**

*Shreshtha Vihar, Delhi • 05/2014 - 10/2015*

- Utilized a variety of tools such as Adobe Creative Suite to create high fidelity mockups and prototypes.
- Optimized digital experiences by leveraging data analytics to inform design decisions.
- Created designs, concepts, and sample layouts, based on knowledge of layout principles and esthetic design concepts.
- Maintained archive of images, photos, and previous work products.

## **LANGUAGES**

- **Hindi Native**  
Native
- **Punjabi Intermediate**  
Conversational
- **English**  
Fluent

## **WEBSITE, PORTFOLIO AND PROFILES**

[linkedin.com/in/ajay-kanaujya/](https://www.linkedin.com/in/ajay-kanaujya/)

## **CERTIFICATIONS**

- 12/01/21, Present, Business Analytics with Excel
- 12/01/21, Present, Design Thinking for Beginners
- 12/01/21, Present, Introduction to Cyber Security
- 06/01/21, Present, Fundamentals of Digital Marketing