



DARSANA MS

OPERATIONS, ADMINISTRATION & BACK OFFICE

17 PLUS YEARS OF EXPERIENCE IN FOREIGN EXCHANGE, TT, CASHIERING & CUSTOMER SERVICE.

CONTACT

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LINKED IN

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HOBBIES

- Travelling
- Music
- Cooking

AREAS OF EXPERTISE

- Foreign money transfer
- Foreign exchange cashier
- Customer Management
- Administration
- Sales and Marketing
- Agency Management
- Revenue Generation

PROFESIONAL

- Sr. Manager
- Multiple languages
- Graduate

WORK EXPERIENCE

Unimoni, formerly known as **UAE Exchange**, is a global financial company with expertise honed over 3 decades of dealing in money transfers, forex, payments, and credit solutions.

Unimoni Financial Services Ltd.

As Senior Manager

May 2018 March 2024



Key responsibilities

- Foreign money transfer
- Foreign exchange cashier
- Coordinate with educational consultancy
- Promote the company's services process remittances and ensure transactions comply with local and overseas regulations
- Handle the transactions and funds with the utmost care and honesty
- Attend to any queries from clients and answer and emails.

Zonal Office,

As Zonal Coordinator,

April 2013 to April 2018

Key responsibilities

- Coordinate with group of branch heads.
- Update the daily basis sales growth.
- Branch activities updates.
- Maintain files and records with effective filling system.
- Monitor office expenditures and handle all office contracts (rent, service etc).
- Coordinate with group of Regional heads and Cluster managers for the daily basis MIS as per Zonal office requirement
- Coordinate with HR team for the joining of new candidates

"HARDWORK BEATS
TALENT WHEN TALENT
DOESN'T WORK HARD, I
PLEDGE TO WORK
HARD "



Regional Office
As RO Coordinator
Sep 2012 to March 2013

Key responsibilities

- Coordinate with group of branch heads
- Update the daily basis sales growth
- Branch activities updates
- Maintain files and records with effective filing system
- Monitor office expenditures and handle all office contracts

Branch.
As Sales & Operation
Feb 2007 to Aug 2012

Key responsibilities

- Managing sales data
- Reporting sales and campaign results.
- Customer services
- Achieve targets of cross sell products.
- Timely feedback & MIS to seniors

Education

Kerala University
BA Literature
2001-2004

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