



SARATH SASIDHARAN

+971 581572468 // saraths0444@gmail.com

EXPERIENCES

THOMAS COOK (INDIA) PVT. LTD | May 2023 – Aug 2024

Assistant Manager/Operation Head cum Travel Cards State Head

- Operations / Currency purchase & sales.
- Business development.
- Deal booking & compliance.
- Outward Remittance
- Payment processing & TCS
- Business meetings / New onboarding.
- Prepare review meeting documents and presentations.

MUTHOOT FOREX | Dec 2021- Mar 2023

Senior Accounts Executive

- Coordination of Muthoot Forex branches across India for outward remittance.
- Handling the transactions, including but not limited to the provision of services operational support & passing out entries.
- Outward Remittance
- Assist CEO for office assistance & prepare for meeting and agendas.
- TCS calculation & collection.
- Maintain appropriate files, reports, documentation & data reporting.

BLOSSOM TOURS & TRAVELS | Jan 2018- Oct 2021

Manager

- Placement consultants perform the function of filtering as per the requirement & providing competent candidates for various overseas company.
- Performing various complex tasks such as strict background checks, legal clearance etc.
- Assist selected candidates in Visa application & processing.

WORLD TANKERS SHIPPING CO. PVT LTD | Nov 2015- Jul 2018

Navigation Officer

- Navigation.
- Chart preparation and updation.
- Documentations & reports as per Captain's request.
- Inspection of all Life saving & Fire fighting appliances
- Cargo Operation.

EDUCATION

• Diploma in Nautical Science Leading to BSc | 2016
Great Eastern Institute of Maritime Studies

• BSc Computer Science | 2013
CMJ University

• Higher Secondary Education | 2010
SNVHSS & VHSS Higher Secondary School

• Matriculation | 2008
Rose Dale Residential Senior Secondary School

DECLARATION

I hereby declare that all the information contained in this resume is in accordance with facts or truth to my knowledge. I take full responsibility for the correctness of the said information.

PROFILE

Having 8+ years of total work experience, developed a mature, responsible, problem-solving & a practical approach to any task that I undertake, or situation that I am present with.

I have 3 year of experience in managing across various products in Forex department. Having a strong technical skills along with excellent interpersonal skills enabling me to interact with wide range of clients.

ACHIEVEMENTS

Processed more than 1000+ Cr transaction Achieved 20Cr profit Appraisal from FLYWIRE Handled several products such as Flywire Transactions/Capital Transactions/Online transactions Completed 2nd Mates.

SKILLS

Operations
Prioritizing
Time Management
Payment Processing
Data Entry
Prioritizing
Customer service
TCS
Verbal effective communication
Multitasking
Quantitative skills
Reporting
Computer skills -- (Excel/Spread sheet/ Office suite/ Accounting software/ presentation software)
Streamlined & Optimized
Attention to detail
Multi-Tasking

LANGUAGES

ENGLISH
HINDI
MALAYALAM
TAMIL
MARATHI

DATE OF BIRTH

11TH NOVEMBER 1992

CERTIFICATIONS

ADVANCE FIRE FIGHTING
PERSONAL SURVIVAL TECHNIQUES
OTFC/CTFC
RADAR OBSERVATION SIMULATOR COURSE
AIS OPERATION
MEDICAL FIRST AID
PROFICIENCY IN PERSONAL SAFETY & SOCIAL RESPONSIBILITIES