

SANDIP BABULALTHANKI

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PROFESSIONAL SUMMARY

Supervisor with a professional background and consistent career of more than 12 years of experience in sales development, foreign currencies exchange and cash flow operations within retail and financial industries with strong commercial skills and abilities in providing a high level of customer service to retail and corporate clients.

HIGHLIGHTS

- *Keeps abreast with world events and changing markets*
- *Strong understanding of foreign markets and the foreign stock exchange*
- *Has excellent interpersonal verbal and written communication skills*
- *Solid analytical and mathematical skills*
- *Extensive understanding of fluctuations in currency valuations*
- *Highly experienced with buying and selling on the foreign market*
- *Reads press from multiple foreign countries daily*
- *Excellent telephone and computer skills*

WORK EXPERIENCE

Branch Supervisor/ Head Cashier
Orient Exchange Co. LLC
Trade Centre Branch,
Dubai February 2009
to January 2024

- *Manage trading functions in order to meet corporate goals financially.*
- *Monitor a large scale of foreign exchange functions and operations within the banking and financial environment. This will include all transactions and remittances in the field.*
- *Manage the research on both foreign and domestic markets, with the use of fundamental and technical analysis. Must also be able to provide appropriate solutions or recommendations for all clients that they can handle.*
- *Review reconciliation sheets and ensure that all sheets are balanced accordingly to the regulations and laws of the industry and bank.*

- *Maintain the relationship between international or counterpart financial institutions.*
- *Purchasing and selling foreign currency to customers in a profitable manner.*
- *Monitor daily market currency rate and decide the buying and selling rate for each currency to attract new customers/ retain existing customers, ensuring maximum profitability for the company safeguarding customer service intact.*
- *Handle telegraphic transfer and foreign exchange dealing.*
- *Exercised due diligence in processes related to customer transactions to ensure risk mitigation and adherence to relevant AML procedures and KYC initiatives.*
- *Exceeded monthly sales goals.*
- *Trained new employees regarding money exchange procedures and cash drawer handling.*
- *Ensures delivery of excellent, accurate and quality service to all clients based on the bank's customer service standards.*

Branch Sales Officer

Gayatri Tours and Travels

Company India

January 2006 to December 2008

- *Planned successful marketing and advertising strategies.*
- *Targeting and developing new relation that brings more business and great economic support to the city.*
- *Expanded customer base through variety of effective sales techniques*
- *Buying and selling of foreign currencies*
- *Fcrates updating*
- *Passport application and visa processing*
- *Air ticket booking and issuance*
- *Cash balancing verification*

TECHNICAL SKILLS AND TRAINING

- *MS Office*
- *Windows XP/Vista*
- *PageMaker*
- *CorelDraw*

ACADEMIC CREDENTIALS

- **BACHELOR OF COMMERCE**
Saurashtra University, Gujarat India
- **MASTER OF COMMERCE**
Saurashtra University, Gujarat, India

PERSONAL INFORMATION

Age : *38 Year Old*
Date of Birth : *March 10, 1986*
Place of Birth : *Bhanvad*
Nationality : *Indian*
Height : *5'6*
Weight : *80 kgs.*
Religion : *Hindu*
Marital Status : *Married*
Language Spoken : *English, Hindi, Gujarati*

PERSONAL DETAILS

Passport Number : *R8123123*
Date of Issue : *12/07/2017*
Date of Expiry : *11/07/2027*
Place of Issue : *DUBAI*

Visa Status : *Visit Visa Valid still 10/02/2025*

**REFERENCE WILL BE SHOWN UPON
REQUEST**