



# SANOJ VALLIKKAT

## BRANCH SUPERVISOR

### PROFESSIONAL SUMMARY

Dedicated Branch Supervisor with 12 years of experience in foreign exchange, remittance, and financial services. Proven track record in branch operations management, team leadership, and customer service excellence. Skilled in implementing business strategies, internal controls, and ensuring AML compliance. Expertise in forex market trends, cash management, and driving team performance to meet financial targets.

### WORK EXPERIENCE

#### Supervisor

JAN 2024 - PRESENT

Dar Exchange, Dubai, UAE

- Oversee branch operations, ensuring smooth execution of cash purchases, sales, holdings, and error-free product cycles
- Manage foreign currency transactions, including banknote handling and competitive rate-setting for F.C deals
- Monitor foreign currency deals, remittances, and branch operations as Assistant Branch Supervisor
- Authorize and process telex transfers and online products for fund remittance
- Conduct foreign currency sales and purchases, maintaining relationships with exchange houses
- Approve cheque clearances and manage related processes
- Generate daily profit and loss analysis reports
- Handle international and domestic money remittances, ensuring compliance at branch level
- Perform back office operations and provide customer service
- Support account opening process and assist enquiries team
- Drive business development initiatives to increase remittance and retail business
- Cultivate and maintain client relationships
- Manage petty cash and related financial responsibilities
- Stay informed on market trends and monitor major currency pairings
- Lead team in achieving set targets and performance goals

#### Stock Market Trainer

AUG 2023 - DEC 2023

Freelancer

- Delivered comprehensive end-to-end training on stock market fundamentals and strategies
- Created engaging training modules and contributed to curriculum planning and study notes
- Developed video content for online sessions, enhancing accessibility and reach of training materials
- Provided expert guidance on forex trading as part of the stock market curriculum

### CONTACT

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Dubai- UAE

### EDUCATION

#### B.COM IN TRAVEL AND TOURISM

M G University, Kerala, India | 2011

#### HIGHER SECONDARY EDUCATION

Kerala Department of Higher Secondary Education | 2008

#### SECONDARY SCHOOL LEAVING CERTIFICATIONS

Kerala Board Of Public Examinations

### SKILLS

- Branch Operations Management
- Foreign Exchange & Remittance Services
- Team Leadership & Development
- AML Compliance & Risk Management
- Customer Service Excellence
- Financial Analysis & Reporting
- Business Development
- Cash Management
- Internal Controls Implementation
- Regulatory Compliance

### TECHNICAL SKILLS

- Accounting Software: Tally ERP 9
- Microsoft Office Suite
- Financial Management Systems

## EXPERTISE

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- Forex Market Analysis
- Budget Management
- Profit and Loss (P&L) Analysis
- Staff Training & Performance Optimization
- Customer Relationship Management
- Operational Efficiency Enhancement
- Financial Reporting & Documentation
- Problem-Solving & Decision-Making
- Cross-Cultural Communication
- Crisis Management

## PASSPORT DETAILS

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Passport No : U9873424  
Date of Expiry : 27/04/2031  
Visa Status : Employment Visa

## REFERENCE

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Available on request

### Branch Manager

MAR 2021 - JUL 2023

Al Jazira Exchange, Abu Dhabi, UAE

- Developed and executed branch-level business strategies to meet financial targets
- Implemented strict internal controls and procedures for AML compliance
- Managed foreign currency stock and rates, capitalizing on market trends
- Led and motivated teams, including BIC, Supervisors, and staff
- Controlled budgets and managed Profit and Loss (P&L) to achieve financial goals
- Prioritized customer service excellence and complaint resolution
- Generated comprehensive MIS reports and monitored branch performance

### GROWTH PATH - Al JaziraExchange ,UAE

#### Service Supervisor

SEPT 2020 - FEB 2021

#### Service Officer / Teller

JUN 2019 - AUG 2020

### Forex Executive

FEB 2013 - MAY 2019

Akbar Forex, Mumbai Airport, India

- Conducted foreign money exchange transactions, ensuring policy compliance
- Managed daily cash transactions and maintained meticulous financial records
- Facilitated travel cheque and international money transfer processes
- Prepared diverse remittance applications for Western Union and Instant Cash

### Accountant cum Cashier

APR 2012 - FEB 2013

Akbar Travels of India Pvt Ltd, Mumbai, India

- Managed foreign currency exchange transactions and overall accounting
- Handled cash, cheques, and billing while providing excellent customer service
- Maintained accurate records and managed customer and supplier relationships

## DECLARATION

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I hereby declare that all the details furnished above are true to the best of my knowledge.