**Curriculum Vitae**

**Forex ExecutiveManager,Cashier, Business Developer.**

**Naveen**

**Email:** **naveen.367788@2freemail.com**

**Work Experience**

**Company “ SSB MONEY EXCHANGE PVT LTD ‘’ (Bangalore India).**

Company Profile : Foreign exchange & remittance.

Designation : Cashier.

Duration : July 2016 to Present

Responsibilities : Exchanging foreign currency into INR at the counter Collecting cash from the field executive’s in exchange of other countries currency and tallying the collected amount at the end of the day and passing the entries by the end of day on time and forwarding the statement to the operation team.

**Company:”LeelaMegh Exchange (Apparel Groups – Dubai-UAE)**

Company Profile : Forex and Money transfer.

Designation : Senior cashier/ Compliance Officer

Duration : Nov 2013 – Dec 2015

Responsibilities : \* Doing business development in foreign exchange from the corporate, banks, marketing about the other products for business devolvement in forex, remittances, KYC, Credit card payment, eztops, ewps and others.

Responsibly handling the cash at the branch, achieving the bank targets, handling customer complains and quires. Using the resource up to the optimum level and profitable utilization of funds allocated to branch.

**Company: “UNIVERSAL X-CHANGE”(INDIA)**

Company Profile : Forex, Ticketing & Money Transfer Company

Designation : Forex Manager, Accountant and Business Developer

Duration : Feb 2010 – Dec 2012

Responsibilities : \* Doing business development in foreign exchange from the corporate, banks, travel agents, star

 Category hotels.

\* Responsible for the handling the branch and the achieving the targets & use the resources up to the optimumlevel; and profitable utilization of the fund allocated to the branch.

**Company: “UAE Exchange & Financial services ltd”(INDIA)**

Company Profile : Forex & Money Transfer Company

Designation : Forex Executive and Back End Operations

Duration : Jun 2008 – Mar 2009

Responsibilities : \* Looking after all activities like retail & wholesale business of sales & purchase of currencies &Traveler’s cheques,

 Forex / travel currency cards swift transfer /money transfer.

**Company: “Citi Corp Finance”(INDIA)**

Company Profile : Commercial Vehicles Finance

Designation : Data Management Operator/Sales support executive.

Duration : Apr 2007 – Mar 2008

Responsibilities : \* Keeping tracks on data’s information’s of finance by uploading data’s for the approvals and sales support executive.

**Skills & Specialization**

Establishing strong business relations with bank & banking individual customer, kept the track of corporate customer and maintained strong operational relationships with work colleagues in the wider Human Resources team, enabling the department to positively contribute to the triumphs of the organization.

**Sales:**

Led business development and marketing efforts, which expanded the customer’s base for retail & group wise.

Offering best rates at the time and delivering the same. Achieving the sales target.

**Customer Service:**

Played a key role in increasing retention as well as satisfaction rates.

Cultivated positive and enduring relationships with customer satisfaction.

**Educations Background**

B.com from BangaloreUniversity

Tally Form IIT.

**Software Knowledge**

Well experience in Casmex system.

Tally

MS Office 2010 (Word, Excel & PowerPoint)

Compatible with all windows version

**Objectives & Personal Qualities**

To give best of best experience to the company to be best service provider in whatever field. Be a best professional. Looking to pursue a career in management. Offering a range of transferable skills including organization and time management, as well as being able to work well under pressure. Seeking a suitable position in a commercial environment which will prove to be both a personal and professional challenge.

**Hobbies & Interests**

Travelling, Riding Bikes, Games, Reading magazine etc…

Personal information:

Name. : NAVEEN

DOB. : 26-11-1983

Maritual : Married

Religion. : HINDU.

Place: **Naveen**

Date: