**CURRICULAM VITAE**

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**VINOSH**

Email: vinosh.390438@2freemail.com

**Career Objective**

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To associate with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills as a Professional, use and develop my aptitude to further the organization’s objectives and also attain my career targets in the progress.

**Academic Qualification**

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1. **B. Com (Bachelors of Commerce)** in Computer Application from Bharathiar

University, Coimbatore, Tamil Nadu - India (2008 – 2011)

1. **Completed 12th CBSE** from Eminence Public School, Kerala–India (2006–

2008)

1. **Completed 10th ICSE** from Infant Jesus Anglo-Indian Higher Secondary School,Kerala – India (2005 – 2006)

**Experience**

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**Apr’2015 – Oct’2018**

Worked as Teller and FC Dealer in UAE Exchange, Dubai

**Duties Included:**

* Cash acceptance and payments.
* Trading foreign currencies in wholesale and retail.
* Dealing with branches of UAE Exchange for foreign currencies trading.
* Dealing with banks and other exchange houses for selling and buying foreign currencies.

* Monitoring fluctuation of foreign currencies rate in local and international markets (As a Fo rex) and maintaining stock of foreign currencies in branch.
* Handing corporate customers for the foreign currencies and remittance requirement.
* Tracking FC margin on sale and purchase of currencies.
* Doing day to day remittances activities. (Telex transfer, Demand draft, instant cash transfer, SWIFT TRANSFER)
* Providing best rates to the customer in the day to day remittances.
* Handling customer queries over the phone as well as the counter.
* Monitor and maintaining the branch operational reports for the improvement in the branch.
* Perform accurate sales transaction according to the cash control policies and procedures.
* Help and support branch head in all the day to day activities including remittance as well as cross selling of different allied products.
* Preparing payments and receipts of branch on daily basis.
* Tally Day-end report.
* Acceptance of cheque transactions.

**Technical Skills**

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* *Tools Worked:* SPSS, Tally.
* *Additional Qualifications:*

Programming with C++, Oracle, Visual Basic, MS Office.

**Academic Exposure**

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* Done 6 months training in Aspires (Grow more).
* Presented a paper in the National Level Seminar on “Business Ethics”.
* Done a project on the topic “Production Management System” at the degree level.
* Participated at the State Level Seminar on “Women-Empowered or Overpowered”.
* Participated in a “Three-day Entrepreneurship Awareness Camp” at Coimbatore.
* Presented a mini project on the “Innovation of Ideas”.

**Strengths**

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Hard working, easily adaptable to any environment, Sincere, Punctual, Fast Learner and a good team player with presentation and public speaking.

**Personal Details**

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| Date of Birth | : | 21th May 1989 |
| Languages Known | : | English, Hindi, Malayalam, Tamil. |
| Address | : | Dubai, UAE |
| Visa Status | : | On Visit Visa |
| UAE Driving License : | Yes |