

## RAJKUMAR GUNDUKA

E-mail: [rajkmr667@gmail.com](mailto:rajkmr667@gmail.com)

Mobile: 058-296-1099

Dubai, U.A.E



### Career Objective

To continuously strive for higher achievement in life and establish myself as a perfect and accept challenging work and contribute forward the success of esteem organization by hard work and acquired skills.

### Education Qualification

Course	Name Of Institution	Board	Passed
Bachelor of Science	Govt.Degree College	Osmania University	2002-2005

### Awards & Recognitions

- **Two times Best Staff appreciation** letters received from **"Mr.George AntonyCountry Manager"** in UAE EXCHANGE FINANCIAL SERVICE LTD (India)
- **And also appreciated from "Retail Branch Banking National Head" Mr.Naveen Puri** for being issued Commercial Loan in **HDFC BANK.**

### ONYX EXCHANGE (Branch Incharge)

**2019 Nov to Present**

- Managing work flow.
- Training new staffs and other staffs
- Creating and managing time schedule
- Reporting to HR and Senior Management.
- Evaluating performance and providing feedback
- Helping to resolve employees issues and disputes.
- Recognizing employees achievement and encouraging excellence in the work environment.
- Day to Day branch operations
- Solving customer quires.
- Improving business sales

### REDHA AL ANSARI EXCHANGE (Teller/Cashier/Exchanger)

**2014 July 13<sup>th</sup> to Oct 03 2019**

- Greet customers in a Sociable and gracious manner.

- Responsible for all financial duties such as buying and selling of all major currencies. Cash handling with vault custodian.
- Receipts and payments of cash and cheques for all transactions including Remittances, EWPS.
- Process Bank transfers and Western Union Money Transfer around the worldwide.
- Process Outward Remittance (SWIFT TRANSFER) to all countries like USA, UK, EUROPE, AUD, CHF, CAD, SGD and CNY.
- Selling National Bonds and Process.
- Excellent Customer Service Skills and maintain Good Relationship.
- Accept VAT Payments of Clients.
- Acquiring New Customers and make them to do utilize Services through us.
- Improvement of Number of Txns by regular meeting with New customers.
- Ensure above 70,000 AED for remittances and currency Exchanges.
- Knowledge of KYC and AML according to Central Bank of UAE.
- Manage and maintain adequate stock level of AED and Foreign Currencies required for the day by day operations.
- Management and controlling of Petty Cash and its accounting.
- Cross selling of company services.

**HDFC BANK (Bank Teller)**  
**2013 Feb 11<sup>th</sup> to June 9<sup>th</sup> 2014**

- Cash handling (Including Deposits & Withdrawals)
- Processing of RTGS & NEFT Txns and Demand Drafts with in TAT.

**UAE EXCHANGE FINANCIAL SERVICE LTD. (Forex Exchanger cum Asst  
Branch Head)**  
**July 1<sup>st</sup> 2008 to Feb 8<sup>th</sup> 2011**

- Dealing Forex currencies including Buying and Selling
- Dealing TC, Forex Card and Outward Remittances
- Supporting Branch Operations Including Funding, Business Development, Marketing and Training to Staffs

**Personal Details**

Name : Raj Kumar Gunduka  
Language known : English, Hindi & Telugu.  
Nationality : Indian.

I hereby declare that the above-mentioned information is true to the best of my knowledge and I bear the responsibility for the correctness of the same.

**Place : Dubai**

**Date (Raj Kumar Gunduka)**