

# RESUME

**VARINDER SINGH**



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## Objective

Seeking a responsible and challenging position, which can tap my potential in growth, oriented professional Organization prospects where the association is mutually benefited. To be a part of a winning team and to serve an organization which offer challenging task, creative environment and bright career and prospects.

## Educational Qualification



**Higher Secondary Education**

**Computer Diploma**

## Employment History

- ❖ Company : **Al Razouki Exchange**
- ❖ Position : **Customer Service Officer/ FC Cashier**
- ❖ Duration : **11March2020To2023**

## Job Responsibilities

- Perform transactions such as Remittance (Telegraphic transfers, Instant Money Transfers, Demand Drafts, etc)
- Effect cash payments against valid instrument/voucher after proper signature verification/identification.
- Handle sale/purchase of currency notes.
- Accept cash deposits after examining the notes for counter fits, if any.
- Disbursement of salaries for corporate clients.

## AML/WPS

- Dealing with the corporate customers & get the maximum profit out from the remittance.
- Exercise due care and diligence on matters related to Money Laundering and CDD in the day to day operations, which include account opening, transaction monitoring, reporting suspicions, customer communication, implementing new requirements, updating and revising operating procedures, acquire relevant knowledge and training, provide support to superior and subordinates.
- Customer handling with through understanding of all transaction types and exchange governance.

- Complying with the Anti Money Laundering policies and procedures in regards to high value transaction
- Experienced in AML procedures.
- Experience in all work relating to company registration relating to Salary/WPS

❖ Company : **Al Ahalia Money Exchange Bureau**  
 ❖ Position : Forex Cashier  
 ❖ Duration : 4 Years (From 2016 TO 2020)

### **Job Responsibilities**

- Remittance transactions as per customer requirements anywhere in the world.
  - Receive payment by cash, check, credit cards.
  - Handling complaints of the branch.
  - Issue receipts, refunds, credits, or change due to customers.
  - Handling WPS customers.
  - Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
  - Cash checks for customers.
  - Sort, count, and wrap currency and coins.
  - Deals with remittance from different countries.
  - Over all administration of the branch.
  - Fixing the Exchange rate.
  - Authorizing all the transactions made within the branch.
  - Customer Relationship Management.
  - Prepare telex transfer to worldwide as like Money Gram, E-Z Remit, Transfast .
  - Dealing with various queries & communicate with overseas Bank.
  - Marketing & sales Promotion.
  - Making Bank deposits.
  - Companies on boarding.
  - Built a strong brand awareness campaign through conferences and speaking engagements.
- ❖ for remittance.

### **Computer Skills**

- Windows, Ms Office, Internet Using, Banking Software's, Tally etc.

### **Achievements**

- ❖ Certificate of Appreciation for Winning the Elite Club TOP FLA Award.
- ❖ Within 2 years become leading CRE in branch.
- ❖ Within 1 year made more than 3000 remittance transactions per month for Pakistan.
- ❖ Opened over 1000 nonresident Accounts (India, Bangladesh, Nepal, Sri Lankan etc.) in 2017
- ❖ Over 5000 customers registered with AHALIA Exchange for remittance.

## LICENSE DETAILS

**Automatic driving license**

**license Expiry**

**31/01/2025**

**(Have Own Car)**

## Residence Visa Details

Issue Date : 25/03/2023

Expiry Date : 24/03/2025

Place of Issue : DUBAI

## Additional Skills

- ❖ Able to work independently.
- ❖ Hard working and consistent nature.
- ❖ Able to develop Healthy relation with customers by gentle and polite manner.
- ❖ Can do any kind of work given.
- ❖ Outgoing friendly and dealing the people.

## Personal Details

Date of Birth : 29<sup>th</sup> Oct1996

Gender : Male

Nationality : Indian

Marital Status : Single

## Language skills

- English, Hindi & Punjabi

## Passport Details

- Passport No : M4827447
- Date of issue : 25/12/2014
- Date of Expiry : 24/12/2024
- Place of Issue : Amritsar

## Declaration

I hereby declare that the above-mentioned statement is correct & true to the best of my knowledge & belief.

Varinder Singh