

## N S RAVISHANKAR

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### SUMMARY

A proficient Business Management Professional with over 11 years of experience in handling the Financial Services and Foreign Exchange in the capacity of a Senior Branch Manager. Proficient in handling Sales of Foreign Currency, AMEX Travelers' Cheques, Swift and FCDD at counter and for Corporate, Purchase of Foreign Currencies and Money Transfer.

### KEY STRENGTHS

- |                      |                                  |
|----------------------|----------------------------------|
| ❖ Financial Services | ❖ Business development           |
| ❖ Foreign Exchange   | ❖ Accounting                     |
| ❖ Mutual Fund        | ❖ Insurance                      |
| ❖ Money Transfer     | ❖ Excellent Communication Skills |

### CAREER OVERVIEW

I am known for my accuracy and high analytical skills. I am highly skilled at the sales, purchase and money transfer. I am known for my intelligent application of the knowledge acquired at the academic institutions, bringing efficiency to the finance mechanism.

### WORK EXPERIENCE

**LM EXCHANGE, Dubai, UAE**

**(November '13 – Present)**

*Senior Branch Manager*

#### **Job Responsibilities:**

- ✓ Cash operations and safe custody of collected cash.
- ✓ Cash transfer between cashiers.
- ✓ Corporate tie-up.
- ✓ Purchase & sale of Foreign Currencies.
- ✓ Business Development.
- ✓ Processing Bank transfers to different banks in various countries.
- ✓ Processing inward and outward Instant Money Transfers
- ✓ Performs as AML compliance officer and ensure AML guidelines are strictly following in the branch.
- ✓ Managing customer relations and ensuring all customers are well - attended to, assuring their needs are satisfied

**UAE EXCHANGE, India**

**(Oct '09 – Nov '13)**

*Assistant Branch Manager*

**Job Responsibilities:**

- ✓ Sales of Foreign Currency, AMEX Travelers' Cheques, Swift and FCDD at counter and for Corporate
- ✓ Purchase of Foreign Currencies and Travelers Cheques from both corporate and walk in customers
- ✓ Xpress Money and Money Gram
- ✓ Cashiering, Insurance, Mutual Fund, Loans

**EDUCATIONAL QUALIFICATIONS**

- ✓ **Bachelor of Business Management (BBM)** from TTL College of Business Mgt Mysore (Mysore University), 2009.
- ✓ **AML/ CTF - Training attended (2014)**

**IT SKILLS**

- ✓ MS Office and Tally

**EXTRACURRICULAR ACTIVITIES**

- ✓ Participated in Seminars and Group Discussion
- ✓ Listening to Music

**PERSONAL DETAILS**

Date of Birth	: November 7, 1988
Languages Known	: English, Hindi, Kannada
Nationality	: Indian
Gender	: Male
Marital Status	: Single
Passport Number	: L3190209 (Resident Visa)