**RAHUL TIWARI**

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Seeking to continue my professionalism, where my dedication, expertise and talent will definitely bring the organization a sharper edge within the industry

**PRECIS**

* Experience professional with 7 years’ experience in the foreign exchange market, finance, accounting and sales.
* Exceptional understanding of wide range of forex products with sound knowledge in complete operations and client relationship management
* Proficient in providing high standards of Customer Service and maintaining quality and service norms to achieve customer satisfaction
* Skillful at monitoring and motivating workforce to enhance their efficiencies and assist them to deliver quality services to clients
* Research aptitude backed with flair for information mining and analytical mindset to present information to enable critical decision making
* Managed Branch Operations to drive Retail & Corporate Sales
* Good Knowledge of financial Products-Forex, insurance, prepaid cards, RBI policies, AML guidelines etc.
* Experience with Audits & Reviews of RBI and Tax Audit.

**EMPLOYMENT SUMMARY**

* + - * **Head - Forex and Insurance, Ruby Tour Services Pvt Ltd (May 2014 – Till Date)**

**Job Profile:**

Managed, monitored and led a team of executives to achieve sales targets.

Buying and Selling of foreign exchange which include currency notes, currency cards, wire transfer, money transfer services to clients.

Planned and designed strategies for handling of Just Dial, flyers, emailers and to other promotional marketing business leads.

Developed business for Overseas Health/Student Insurance and cross selling of Air Ticket, Visas, etc.

Customer relationship management which includes dealings with Indian’s, NRI’s and foreign nationals.

Maintaining relationship with existing and new corporate.

Keeping an eye on the Foreign Exchange market and accordingly make a strategy for import and export of Foreign Currencies. Keeping track of the IBR (Inter banking rate)

Adhering to KYC norms and AML guidelines provided by RBI.

Ensuring complete “Fund Management” of the branch in order of INR and Foreign Currencies on a Daily and Monthly basis.

Managing branch operations and reporting to management on daily basis and to RBI on monthly basis or as per required scheduled given by RBI in the Master Direction published under FEMA Act.

Responsible to check for Bank Reconciliation, GST, TDS and Audit reports for Foreign Exchange and Travel desk Accounting.

**Noteworthy Credit:**

Ensured that the branch functions smoothly with a team.

* + - * **Accounts & Foreign Exchange Executive, Pushpak Forex Pvt Ltd (July 2012 – April 2014)**

**Job Profile:**

Maintaining KYC documents of every customer segment as per instructions from RBI.

Responsible for RBI audit and branch audit every month.

Authorising transactions and daily checking of cash till, closing reports.

Handling of Foreign Exchange Software, Receipt & Payment, buying and selling of product to clients.

Bank Reconciliation, Cash Handling, Documentation, etc.

* + - * **Credit Processing Executive, Vishal Mahajan & Associates (CA) (Jan 2011 – August 2011)**

**Job Profile:**

Checking of documentation.

Cross checking the market reputation of clients.

Analyzing Business performance of clients ( Checking Credentials )

Input of financials & Bank statements in Excel.

Analyzing the output, such as Bank statements & Loan RTR analysis.

**Educational Qualification**

* M.Com in year 2012 from Pune University.
* B.Com in year 2010 from Pune University.

**Personal Details**

* Permanent Address : Sr. No. 93/58, L. No. 4, Gokul Nagar, Kondhwa Bk, Pune 411048.
* Date of Birth : 06th November,1988
* Marital Status : Married
* Languages known : English, Hindi, Marathi.
* Interests : Reading, Listening Music, Traveling.

I hereby declare that all the information furnished by me is true to the best of my knowledge.

Date : \_\_\_\_\_\_\_\_

Place : Pune.