

RESUME

DEEPAK AHOOJA

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Sex: **Male**
Place of Birth : **New Delhi**
Age : **47 +**
Marital Status: **Married.**

ACADEMIC QUALIFICATIONS :

School/University	Degree/Diploma	Year Of Passing	% or Class	Subjects
CAMBRIDGE SCHOOL	10TH	1988	71.60%	ENGLISH, HINDI, PHYSICS, CHEMISTRY, MATHS AND SOCIAL SCIENCES
CAMBRIDGE SCHOOL	12TH	1990	68.40%	PHYSICS ,CHEMISTRY,MATHS, ENGLISH,ENGG.DRAWING.
DESHBANDHU COLLEGE (DELHI UNIVERSITY)	B.SC.(G) INDUSTRIAL CHEMISTRY	1993	71.30%	INDUSTRIAL CHEMISTRY, CHEMISTRY, MATHO-PHYSICS, ENGLISH
IMT- GHAZIABAD	DIPLOMA IN PERSONNEL MANAGEMENT	1994	58.33%	PERSONNEL MANAGEMENT
IMT- GHAZIABAD	PGDBA - INTERNATIONAL BUSINESS	1997	60.20%	INTERNATIONAL BUISINESS

ACADEMIC ACHIEVEMENTS:

WON CERTIFICATES IN SPOT PAINTING COMPETITION

SECURED FIRST POSTION IN UNIVERSITY EXAMINATION IN SECOND YEAR OF COLLEGE

WORK EXPERIENCE :

Organisation : **ThomasCook (India) Ltd.**
Duration : Feb-2007 - till date
Designation : **Senior Manager – Foreign Exchange.**

Job responsibilities :

❖ Service Delivery In-charge in Punjab, Dehradun, Karnal (Jan'2019)

Handling Compliance for Forex Transaction in Branches.
Managing Audit issues of Branches in Punjab Region.
Providing Approvals to Branches for FX Transactions.
Providing Training of Staff (Refresher Training) and New Joinees.
Regular Branch visits to inspect FX-transaction (For Compliance).
Handling projects on all India basis.
a) Data Management System.
b) GPS devices.
Providing MIS report to HO.

- Promoted from Grade 2A to 2B in month of Feb'20

❖ Managing Export/Import Department in Delhi (Northern Region).

Foreign Currency Consolidation – Exports.
Export and Import Documentation.
Co-ordination with Branches for currency requirements – All India.
Dealing with Cargo Agents , Airlines , Customs and Security Agencies.
for movement of Valuable Cargo- International.
Provide MIS to Dealings on Export/Imports.
Handling Nosto A/c queries with HO.
Managing Domestic movement of valuable Cargo by Jet/Indigo.

❖ Currency Support Team.

Provide approvals on acceptable Foreign currency notes.
Resolve Queries on Stained/Mutilated Foreign currency Notes.

❖ Trainer

Conducted Training session on Counterfeit Notes.
Conducted Training session for New Joinees on Foreign Currency Notes.

- ❖ Managing GPS devices – All India.

Handling 225 GPS Devices in 128 Branches in India.

- ❖ Compliance Audit.

Conduct surprise check on branch holdings in Delhi /NCR
Visiting Branches for inspection of documents.

Last Package : Rs.13.50 Lacs per annum + Incentive

Organisation	: LKP FOREX LTD.
Duration	: June 2000 - Jan 2007
Designation	: Manager – Treasury.

Profile/Experience	: Joined as Assistant Manager - Sales
	: Promoted to Manager - Export in 2001
	: Promoted to Manager - Treasury in 2002

Job responsibilities :

- ❖ Worked in Regional Office – North and East Region (33 Branches.)
- ❖ Responsible for the Export and Treasury operations of the North and East region.
- ❖ Monitor currency movements (Internationally and Domestically).
- ❖ Manage and co-ordinate shipments from branches.
- ❖ Co-ordinate with local bankers for timely realization of funds and credit of shipments.
- ❖ Co-ordinate with The Royal Bank of Scotland Plc., London for coverage of currencies and timely credits.
- ❖ Deposit of Paid Instruments of all the Branches to American Express Bank Ltd.
- ❖ Responsible for ensuring profitability from the business mix viz. Export of currencies, Realization of paid instruments and settlements of traveler cheques/World Money Cards .
- ❖ Maintain rapport with bankers (Domestic and International) and their key personnel .
- ❖ Provide MIS to the Top Management. regarding Business Volumes.
- ❖ Till date handled more than 600 shipment cycles with volumes over Rs.1600 Crores.

Organisation : **TRANSCORP INTERNATIONAL LTD.**
Duration : December 1994 Till May 2000
Designation : **Assistant Manager.**

Job responsibilities :

- Joined as “Management Trainee” and had on job experience at Mumbai , Jaipur and Chennai.
- Established Branch at Goa in 1995-96
- Designates as Branch- Incharge at Delhi 1997-98 and Hyderabad in 1999.
- Developed Marketing Plans for the company.
- Managed major relationships with Principals and Customers.
- Maintaining Service Excellence.
- Handling MIS report of the branches.
- Developed Business strategies.(Bank Empanelments etc.).
- Supervised Cash Counters and Front Office Retailing.(Money changing and Money Transfers).
- Handling RBI inspections, Queries and Correspondence.
- Handled correspondence independently with Banks,Travel agents , Corporates and branches.
- Handled Corporate and Haj Groups.
- Provided training to staff members regarding Foreign Exchange Operations and Formalities.

ESTABLISHED NEW DIVISION : CURRENCY EXPORT.

- Procuring currencies from Banks/FFMCs.
- Consolidated currencies from Banks/FFMCs/Branches for Exports.
- Documentation for currency exports.
- Taking forward cover for currencies – International and Domestic.

Organisation : **SRIRAM INSTITUTE FOR INDUSTRIAL RESEARCH.**
Duration : September 1993 till December 1994.
Designation : **Assistant Trainee “Technical-B”.**

Job responsibilities

- Physical & Chemical Analysis of Cement.
- Physical Analysis of Sand, Bricks, Marble.
- Analysis of Coarse & fine aggregates, Site Testings.

COMPUTER LITERACY :

One Year Computer course from NIIT covering COBAL, DBASE-III , and VP-PLANNER.

Working Knowledge of MS-WORD, EXCEL.

Access to INTERNET.

EXTRA CURRICULAR ACTIVITIES :

Playing Chess, Football, Cricket, Photography.

Date : 14.5.2020

Place : New Delhi

DEEPAK AHOOJA
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