

Curriculum Vitae

Lakshay Sankhla

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Nagar,

New Delhi-110027

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D.O.B – 07/09/1993

Email id - lakshaysankhla@gmail.com

CAREER OBJECTIVES

To pursue a career through a progressive organization offering a conducive and challenging work environment for learning and professional growth.

EDUCATIONAL QUALIFICATION

- Graduate from Kalinga University.
 - 12th passed from CBSE board.
 - 10th passed from CBSE board.
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COMPUTER PROFICIENCY

- **Application Software:** MS Office (Excel, Word, Power Point) , Internet Web Browser
- **Accounting Package:** **3** Months Certificate of Computer Based Accounting &Tally, **6** Months Certificate of Business Computer Application, Business Accounting and Additional Accounting Package

Current Job: THOMAS COOK INDIA LTD.

About Company: An Integrated Travel and Travel Related Financial Services Company

Designation: Customer Relationship Executive

Department: Currency Exchange Airport

Tenure: From Jan 2017 to Present

Job Description:

- Sale and Purchase of All major currencies and Traveler's Cheque by strictly following RBI; FEMA guidelines; Handle cash.
- Responsible for smooth operations with quality customer service and maintaining KYC Norms.

- Prepare End of the day report and tally all currency on day end.
- Providing cash advance against international Credit cards.
- Taking care of all the report of Forex exchange.
- Prepare inter cash transfer as per requirement of other counters.
- Prepare inter branch transfer so funds could be utilized dealing forex with corporate clients at IGI Airport.
- Web based reporting of foreign currency and traveler cheque issued to employees of corporate clients.
- Ensuring high quality service & customer relationship management.
- Ensure compliance with banking rules; regulations & procedures.
- Ensure effective complaint handling & monitoring of next step application.
- Handle additional responsibilities/projects as & when assigned.
- Liaison with External Customers; Customs; CISF; other functional heads on case to case basis & R.B.I Officials.

INTERPERSONAL SKILLS

- Ability to learn & adapt to new challenge in dynamic environment.
 - Capable of motivating others team members with work ethics.
 - Capable of performing multitasks whenever needed.
 - Co-operative & dedicated towards needy.
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PERSONAL DETAILS

- Father's Name : Mahesh Kumar Sankhla
 - Nationality : Indian
 - Religion : Hindu
 - Hobbies : Swimming, Basket Ball, Biking
 - Language Known : English and Hindi
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DECLARATION

- I hereby declare that all the information and facts given above are true to best of my knowledge and belief.

Date:

LAKSHAY SANKHLA

Place: