**SHEEN PAUL** Email: [sheenpaulanthikkad@gmail.com](mailto:sheenpaulanthikkad@gmail.com)

**Mobile: +91-8330080044**

**CAREER OBJECTIVE**

Secure a responsible and challenging career opportunity to fully utilize my experience and skills, while making a significant contribution to the success of the institution. Energetic individual with more than 10 years of experience including international trading looking to showcase excellent skills as a forex trader and transform knowledge of banking principle into practical application of wealth management and business development.

**PROFESSIONAL PROFILE**

* **Qualified professional with over 10 years of experience** in Business development, banking Forex trade operation,client service and operation, branch management, forex management with Muthoot group of companies (Muthoot Forex Ltd – Muthoot Global Operation)
* A keen planner & strategist with proven abilities in addressing operational issues, resolving performance bottlenecks with expertise in devising policies & plans for improving business performance, achieving desired objectives & organizational growth
* Brilliance in managing the entire Branch Operations - covering BackOffice Operations, Customer Service management Compliance, HR Functions, Operations, Cash Management etc.
* Expertise in building and nurturing relations with clients to ensure their retention and continued patronage and retaining wide base of clientele with effective customer services. Excellent man management, time management & leadership skills.
* Responsible for overall profitability of operations and accountable for strategic utilization and deployment of available resources to achieve organizational objectives.

**CORE COMPETENCIES**

Operation Management, Forex management, Business development, sales& marketing, Branch management, Cash Management, Versatile leadership, Relationship management ,Backend operations.

**PROFESSIONAL EXPERIENCE**

**Deputy Manager - Muthoot Forex Ltd, July 2011 till date.**

**Forex Dealer – Muthoot Finserve USA Inc**

**Responsibilities:**

* Managed all foreign exchange risks transactions for everyday activities
* Book trades, review bookings, monitor and manage the Bank’s position and cash flows in compliance with all current regulations
* Responsible for the interbank FX and money market operation
* Responsible for the interbank FCY and LCY funding operations of the treasury
* Achieve budgeted revenue and volume for foreign exchange while managing the market risk
* Ensure compliance with statutory, regulatory and bank controls and procedures
* Work closely with business head of related area
* Interact actively with other international clients in order to drive forex business
* Administered foreign exchange trading transactions to make profits
* Maintained record of all competitive activities for customers
* Provided support to management team to improve performance
* Ensured accuracy of all trading operations
* Analyzed all global financial markets for various industry trends
* Developed professional relationships with all clients.
* Provided assistance for all customers for foreign exchange processes

**Special Skills:**

* Ability to cover positions and to trade in FX including derivative instruments.
* Ability to analyze the general economic outlook of the FX market and formulate trading /business strategies
* Strong systems knowledge to use dealing screen
* Strong proficiency in Excel
* Strong team player and ability to integrate
* Ability to consistently work in a highly pressurized team
* Good market sense, with the ability to analyze and interpret market conditions/movements in order to achieve best execution
* Ability to discuss markets events with clients

**Areas of Expertise**

**Business Development**

* Analysis of business potential, conceptualising & executing strategies to drive sales,augment turnover & achieve desired targets.
* Monitoring competitor activities & devise effective counter measures.
* Identifying, qualifying and pursuing business opportunities through market surveys &mapping as per targeted plans as well as through lead generation

**Client Relationship Management**

* Managing customer service operations, ensuring customer delight by achieving delivery

& quality service quality in the shortest possible time

* Building, nurturing & maintaining healthy, cordial mutually beneficial business

relationship with customers.

**Team Management**

* Leading, mentoring & monitoring the performance of the team to ensure efficiency in

process operations & meeting of individual & group targets

* Co-ordinating manpower planning, recruitment, selection, induction and social activities

in the organization and involve in policy formulation

**SKILLS**

* Dynamic professional with self-motivated spirit of working
* Strong and in depth understanding of US markets and structural analysis with the desired technical exactness
* Strong analytical skills with capacities to produce effective Foreign Exchange Sales
* Good analyzer and proficient negotiator

**TECHINCAL SKILLS**

* Practiced in Microsoft Office functions management

**ACADEMIC CREDENTIALS**

* 2013 - MBA HR & Marketing M.G.University, Kottayam
* 2010 - B.A M.G.University, Kottayam
* 2007 - Plus Two Kerala State Board of Higher Secondary
* 2005 - SSLC Board of Public Examination Kerala

**PERSONAL DETAILS**

* Date of Birth : 14.03.1990
* Languages known : English, Malayalam, Hindi, Tamil
* Marital Status : Single
* Gender : Male
* Permanent Address : Anthikkadan House Kanjoor P.O Ernakulam Pin: 683575

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