



Date of birth: 19/06/1992
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Visa: Employment Visa

SUNIL SUNAR

Secure a responsible career opportunity to fully utilize my experience and skills, while making a significant contribution to the success of the company.

KEY WORK SKILLS

- Cash handling with accuracy.
- Strong believer of achieving results through tactics and skills.
- Responsive to change and amiable with colleagues in environments requiring attention.
- Ability to initiate actions & perform critical tasks effectively and timely.
- Committed to continual learning & skill development.
- Good at analysing product and quick to learn about product knowledge

CURRENT WORK EXPERIENCE

Head Cashier/Customer Service Officer Emirates India International Exchange

📅 12/2021 – present 📍 DUBAI, UNITED ARAB EMIRATES

Job Responsibilities

- Greet and acknowledge every customer at the counter.
- Preparation of cheques, Maintaining cheque request and reconciliations of bank statement.
- Execute transactions regarding WPS and corporate clients.
- Handling petty cash, posting of petty cash and maintaining petty cash bills.
- Processed exchange and foreign currency.
- Maintained friendly and professional customer interactions.
- Performed all duties as assigned by Supervisor/Branch Manager.

PREVIOUS WORK EXPERIENCES

Front Line Associate/Teller SAJWANI Exchange

📅 12/2020 – 12/2021 📍 DUBAI, UNITED ARAB EMIRATES

Job Responsibilities

- Executed customers transactions regarding cash, money orders and money exchange.
- Proficient in exchanging different currencies.
- Maintained balancing record with 100% accuracy.
- Proficient in using computers and other office equipments.
- Recorded amounts received and prepared reports of transactions.
- Processed exchange and foreign currency.
- Maintained friendly and professional customer interactions.
- Performed all duties as assigned by Supervisor/Branch Manager.

Retail Sales Executive/Cashier IMG (Worlds of Adventure)

📅 03/2019 – 11/2020 📍 DUBAI, UNITED ARAB EMIRATES

Job Responsibilities

- Greet and direct customers.
- Provide accurate information (e.g. product features, pricing and after sales service).
- Answer customers' question about specific products/services.
- Conduct price and feature comparisons to facilitate purchasing.
- Manage returns of merchandise.
- Coordinate with Retail Sales Executive Team to provide excellent customer service (especially during peak hours).
- Inform customer feedback to the Store Manager.

SKILLS

📍 LANGUAGES

English



Hindi/Nepali/Bengali



SKILLS

① COMPUTER SKILLS

MS-Office/Word/Excel



EDUCATION

- Graduation in Bachelor of Arts from Umshyrpi College under North Eastern Hill University (Year-2016).
- Higher Secondary School Leaving Certificate from Alpine College (Year-2012).

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SIGNATURE