






# Anil Kumar Adhikari

## Cashier/ Teller/ Customer Service

A well qualified and experienced Professional with proven working knowledge in the field of Foreign Currency Exchange Services, Remittances, Customer Care Services, Objection Handling, Business Development, Sales, Account and Administration.

- An astute professional with over 12 years of experience in Exchange Houses in UAE.
- Proficient in handling Money Transfer Software like AS 400, Instant Cash, Western Union and other banking tools.
- Proficient in cross selling of miscellaneous products (National Bond, Gift Card, Multicurrency Card, Du, Etisalat, E-Dirham Card).
- Proficient in Cashiering, Bank Transfer, Forex Trading, Due Diligence & Customer Service.

## CONTACT

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## EDUCATION

### Bachelor's Degree in Business Administration

Tribhuvan University / Kathmandu / April, 1994 - March, 1998

Major Subjects: Cost and Management Accountancy, Advanced Economics and Principle of Marketing


## SKILLS

- Cashiering
- Bank Transfer
- Excellent Customer Service
- Interpersonal Communication
- Time Management
- Cross Selling of Products
- Ms Word, Ms Excel, Emails and Internet
- Due Diligence
- Dubai Driving
- Complaint Handling
- Maintain Clean Work Place


## LANGUAGE

English

## ACHIEVEMENTS

-  An astute professional with over 20 years of experience in Financial, Bank and Retail Institute.

## EXPERIENCE

- **Cashier**  
Mesrkanloo International Exchange / Naif Road Deira Dubai / November, 2018 - April, 2021
- Single Window Operator**  
Wall Street Exchange Center LLC / Baniyas Road Deira Dubai / December, 2008 - June, 2018
- Remittance Executive**  
Emirate India International Exchange / Bur Dubai Branch / April, 2008 - October, 2008
- Sales Agent**  
American Life Insurance Company (ALICO), K G Abraham Agency / Karama, Dubai / September, 2006 - January, 2008
- Account and Administrative Officer**  
Bhojan Griha Pvt. Ltd (An Authentic Nepalese Restaurant) / Kathmandu / May, 1999 - August, 2006
- Office Assistant**  
Agricultural Development Bank Nepal / Kathmandu / February, 1996 - April, 1999

## TRAINING/CERTIFICATIONS

Nepali

Hindi

Personal Information:

Date of Birth : 10.01.1973

Gender : Male

Nationality : Nepali

Visa Status : Spouse Visa

**Ms Word, Ms Excel, E-mail and Internet**

New Millennium Institute, Kathmandu / 2002

**Accounting Package Tally**

Nepal Information Technology Group / 2004

**Effective Budgeting & Operation Cost Control Techniques**

Silver Mountain School Of Hotel Management, Kathmandu / 2002

**Etiquette For Excellent Customer Service**

Spearhead Training / 2012

**Light Vehicle 40 Classes**

Belhasa Driving Center, Dubai / 2012

**Due Diligence & Compliance**

Wall Street Exchange Center LLC / 2012

**Anti Money Laundering Policy & Procedures / Combating  
Financing Of Terrorism**

Mesrkanloo International Exchange / 2020