



CURRICULUM VITAE

IM BAHADUR DARJI

Bur Dubai – U.A.E

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Email: Bahadurim1994@gmail.com

PERSONAL DETAILS

Nationality:

Nepali

Date Of Birth:

14/10/1994

Languages:

English, Hindi & Nepali

Passport Number

09276896

Date of Expiry

03/11/2025

Visa Status

Employment Visa

Strengths:

- Good communication skills
- Quick Learner
- Hardworking
- Believe in Discipline
- Easy adaptable to any kind of environment
- Multitasking
- Good team member
- Punctual

PROFESSIONAL SKILLS:

- MS office (Word, Excel, Outlook, PowerPoint)

CAREER OBJECTIVE

Goal-oriented remittance processing Specialist dedicated to high level of customer satisfaction and meeting aggressive business goals Represents company with friendly professional demeanour at all the times. Able to learn and take a new task quickly with strong organizational and prioritization abilities and proficiency in utilizing computer application such as Microsoft office products and specialized databases.

ACADEMIC CREDENTIALS

- **Intermediate (Sagarmatha college) Bord of Nepal.**
- **SLC (School Leaving Certification) Board of Nepal.**

Driving License Details

- Valid U.A.E Light Driving License (4100442)
- Expire Date: 31/03/2028

WORK EXPERIENCE

- **SHARAF EXCHANGE - Remittance Executive, Dubai UAE**

(May 27th, 2019 - Present)

ROLES as REMITTANCE EXECUTIVE:

- Timely settlement of liability towards all the service providers alongside the reconciliation.
- Timely treatment & response towards rejected files by bank.
- Liaison with branches & accounts department on stop payment requests & authorizing the refunds.
- Ensure the bank funding letters are released and processed on time, ensure sufficient balance in all corresponding banks accounts, and ensure accuracy of information provided.
- Prepare and process of payment orders for various international banks transactions across various currencies including CHF, EURO, CAD, THB,SGD, MYR, HKD, AUD, NZD, JPY and GBP Through WUBS (Western Union Business Solution) & RBI (Raiffeisen Bank International).
- Coordinating, Authorizing & Releasing of Bank Remittances & Partner's Transaction files as per bank's/partner's cut off time & schedule.

- A team player with outstanding interpersonal skills and strong communication skills.
- Strong organizational skills, able to multi-task, prioritize workload and consistently meet deadlines.
- Excellent administrative skills including planning, organization and problem solving.
- Demonstrated a high level of interpersonal and customer service skills.

- Handling all types of Western Union queries and providing a resolution on time and with utmost accuracy.
- Authorizing Salary cards, reissue, cancellation and ensure on timely delivery.
- Handle telephone inquiries and complaints from the branches and clients, ensuring proper advice, support and resolutions are provided on a timely manner.

GYMA FOOD INDUSTRIES (L.L.C)- Sales cum Merchandisers, Dubai UAE.

ROLES as Sales cum Merchandisers:

- Greet visitors and callers and handle their inquiries or direct them to the appropriate individuals according to their needs.
- Have vast product knowledge and the people skills required to collaborate with customer on finding items and accessories to suit their particulars needs.
- Providing accurate information of product (features, pricing & after sales services)
- Ensure racks are fully stocked and Inventory and stocking.
- Informing customers about discounts and special offers.
- Following company planogram.
- Monthly target.
- Reporting to Sales manager all daily sales activities and achieved result.

Work Experience in Nepal

- **Saleways Departmental Store – Salesman, Kathmandu Nepal**
(Jan, 01 2013 to Feb, 16 2016)

TECHNICAL QUALIFICATION

- Advance Basic in Computer Application (132 Days)
- Asian Computer Institute Sunwal, Nawalparasi, Nepal
- Mobile Technician at Mayadevi Technical Institute(6 months course)

DECLARATION

I hereby declare that the particulars furnished above are true to the best of my Knowledge and belief.

Place: Dubai, U.A.E

Im bahadur darji