



# RAJESH THAPA

## Contact

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### Address

Biruwa-04 Syangja Nepal.  
Now : Abu Dhabi UAE.

## Education

2010

*Prithivi Narayan Campus.  
Tribhuvan University.*  
Bachelor's Degree

## Language

English

Hindi

Nepali

## Training

- 3 days of branch management training from Sharwan Kumar Support Pvt. Ltd.
- Three months office handling computer courses from Relative Technical Institute.

## Job Objective

Banking professional with 8+ years of experience as a Bank teller, Accountant, Desk/Operation in-charge, Loan officer, and part-timer accountant. Proven record of providing outstanding customer service thanks to in-depth knowledge of financial services, accounting, administrative and credit offerings. Strong leadership skills and communication promote strong staff loyalty.

## Experience

**Argana Resturant Abu Dhabi. UAE (2022 -Running)**

*Accountant (Part time)*

- Assist in the preparation of financial reports such as financial statements and budget performance.
- Provide accurate, timely, and relevant recording, reporting, and analysis of financial information.
- Offering guidance on cost reduction, revenue enhancement, and profit maximization.
- Reconcile accounts payable and receivable.
- Prepare payroll and other operational activities.

**MUKTINATH BIKAS BANK LTD. NEPAL 2014-2022**

*Teller, Accountant, Desk/Operation in-charge, and Loan officer.*

- Perform routine bank telling tasks, including making deposits, withdrawals, transfers, and cash advances, receiving loan payments, and cashing checks.
- Open and close a variety of types of accounts, process address changes, and collect security box rental fees.
- Accurately close out the teller terminal and remit daily work to supervisor.
- Promote strong customer and client interactions, build relationships and participate in cross-selling, and offer new products and features.
- Prepared timely and accurate financial reporting and analysis.
- Reviewed the Target set by the supervisor and formulate a strategy to achieve it.
- Accurately performed daily cash functions, payroll transactions, expense management, and various reconciliations.
- Maintaining petty cash, bank accounts, and reconciliation with HO account.
- Participate in departmental planning and budgeting exercises.
- Handle customer inquiries and complaints in a professional and efficient manner.
- Investigate and resolve any discrepancies that may arise.
- Oversee the daily activities of the operations staff to ensure that all transactions are processed accurately and in a timely manner.
- Ensure that all operational procedures are followed and that compliance with regulatory requirements is maintained.
- Prepare reports on the department's activity and submit them to senior management.
- Accept and review loan applications.
- Answer clients' questions.
- File necessary paperwork.
- Make initial contact and follow up with potential clients.
- Manage closing paperwork and ensure proper filing.
- Review delinquent accounts and attempt to collect debts.
- Perform general office administration duties.
- Sell loan products and meet loan production targets.

## Skills

- Ability to develop personal relationships at all levels.
- Achieve the assigned targets.
- Knowledge about how to sell different banking products.
- Proficient in MS office word, excel, and PowerPoint.
- Self-motivated and result oriented.
- Proficient in accounting software: Purni, MFin, and Tally software.
- Knowledge about VAT and POS.
- Ability to work under pressure.
- Effective time management skills.
- Knowledge about how to sell an insurance policy.
- Knowledge of online platforms: Talabat, Smiles, Noon, and Delivero.