

Sunil Sunar

Customer Service Officer/Head
Cashier.

My Contact

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- 📍 Bur Dubai, United Arab Emirates

Personal Profile

- Date of Birth : 19 June 1992
- Gender : Male
- Nationality : Indian
- Marital Status : Single
- Languages : English, Hindi, Nepali, Bengali

Personal Skills

- Good Knowledge of computer.
- Strong interpersonal & communication skills.
- Very good team managing skills & team working.
- Excellent interpersonal and communication skills.
- Ability to learn and work under pressure.
- Confident and good team player.
- Ability to deal effectively with multicultural environment.
- Interpersonal and communication skills .

Education and Professional Background

- Bachelor Of Arts from Umshyрпи College(North Eastern Hill University)
- ACAMS Training Certificate from Zabeel Institute and Management, Dubai affiliated by KHDA.
- Pursuing and preparing for ACAMS(Certified Anti Money Laundering Specialist) Exam.

About Me

To seek a position in which I can apply my skills, knowledge and ideas. Looking for the job where I can realize my long-term vision, share my abilities and where my extensive experience will be further developed and utilize

Professional Experience

Emirates India International Exchange *Dec 2021- Jun 2023*

Key responsibilities:

- Greet and acknowledge every customer.
- Executed customers transactions regarding cash, money order and money exchange.
- Proficient in exchanging different countries currencies.
- Prepared records of amount received and transactions.
- Execute WPS and Corporate transactions as well.
- Preparations of cheques, maintaining cheque request and reconciliations of bank statement.
- Handling petty cash, posting of petty cash and maintaining petty cash bills.
- Well versed with operations and can handle mails also.
- Having good knowledge of transaction monitoring and fully adhere with Anti- Money Laundering Policies/ CFT Policies.
- Performed all duties as assigned by Branch Manager.

Sajwani Exchange *Mar 2019- November 2021*

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- Proficient in exchanging different countries currencies.
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- Performed all duties as assigned by Branch Manager.

Declaration

I hereby declare that the above stated information is true to the best of my knowledge and belief.