

NAME : BISHNU GAUTAM



Competency Summary

OBJECTIVE:

Organized and detail-orientated Teller with cash handling and customer service experience. Organized professional with in-depth understanding general accounting and finance concepts. Dependable banking expert who excels at processing high volumes of error-free transactions and meeting scorecard goals.

Skills:

- Strong sense of banking ethics
- Safe and vault operation
- Account coding specialist
- Currency and coin counter
- Good mathematical ability
- Cash dispenser operation
- Customer-service minded
- knowledge of bank security systems
- Team player
- Approachable

Career History

FAMILIAR WITH OTHER ONLINE SYSTEM

- 1) **GME Remittance pvt. Ltd. (Support In-charge from: 02/14/2020 To 03/17/2021)**
- 2) **SHARAF EXCHANGE CO.LLC (Customer Service Executive from: April 2016 To June 2017)**
- 3) **AL- Mirqab Exchange Co. WLL(Branch In-charge from: July 2008 To June 2014)**

Job Descriptions

- **Prepare branch invoices and reports on daily and weekly basis.**
- **Balance daily cash deposits and bank vault inventory with zero error rate.**
- **Establish new customer accounts including checking, savings, lines of credit, and loans.**
- **Manage opening and closing times for main branch.**
- **Oversee and mentor junior tellers and new employees.**
- **Delivered prompt, accurate, and excellent customer service.**
- **Received regional branch recognition award for outstanding customer service.**
- **Maintained confidentiality of bank records and client information.**
- **Reported daily averages and shortages to the operations department.**

Mobile
971522710441

Address
Ajman-U A E

E-Mail Address
bishnugautam780@gmail.com

About Me

DOB & PLACE:22nd
Apr 1985
Kathmandu, Nepal

Marital Status:
Single

Visa Status:
Valid Till – NOV
2023

Nationality:
Nepal

Language:
English, Hindi,
Nepali ,Arabic

Education

Higher
Secondary
Education from
Tribhuvan
University 2004

Knowledge of
Microsoft office
Automation from a
reputed organization.

**OTHER
ACTIVITIES AND
HOBBIES:**

- NET
SURFING
- READING E-
BOOKS
- TROUBLESH
OOTING
- PLAYING
GAMES ,
LISTENING
THE MUSIC
AND MAKING
BUSY
MYSELF.

- Entered member transaction data into online banking software.

General Skills

I am fairly outgoing and tend to grasp and convey ideas and concept quickly and efficiently. Good communication, presentable and also Excellent written and verbal communication skills, Team Building and team player, Excellent interpersonal skills, Analytical skills and Keen observer.

DECLARATION:

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

**BISHNU GAUTAM
APPLICANT**