



# Sunil Sunar

Customer Service Officer/Head  
Cashier

## My Contact

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☎ +971506532959

📍 Dubai, United Arab Emirates

## Personal Profile

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

## 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 .

## 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(Head Cashier/Customer Service Officer)  
Dec 2021- Aug 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(Customer Service Officer)  
March 2020- Nov 2021***

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.

## **Education Background**

- Bachelor Of Arts from Umshyrpi 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

## ***IMG Worlds Of Adventure(Cashier/Retail Sales Assistant)***

***Mar 2109- Feb 2020***

Key responsibilities:

- Greet and direct customers.
- Provide accurate information (e.g. product features, pricing and after sales service).
- Answer customers question about specific products/ services.
- Conduct price and feature comparisons to facilitate purchasing.
- Cross sell products.
- Ensure racks are fully stocked
- Manage returns of merchandise.
- Coordinate with represented Retail Sales executive team to provide excellent customer service (especially during peak hours).
- Inform customer feedback to the store Manager.
- Stay up to date with new products/services.

## **Declaration**

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

**Yours Sincerely  
Sunil Sunar**