



Harish Chand

Profile

i am looking forward to associate myself with organizations where there is opportunity to share contribute & upgrade my Knowledge for the development to self & orgination served. i have taken up assignment in my career with aqest to manage higher responsibility & am looking forward to building to long team challenging career with responsibility scope which fully utilize my talent capabilities & experience.

Contact

Phone

+971-553399149

Email

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Address

Al Sajja Sharjah UAE

Education

2008

High school

ministry of education SLC Board

2010

intermediate

Higher Secondary Education Board (HSEB)

Personal Details

- Date of Birth - 22/10/1992
- Nationality - Nepalese
- Gender - Male
- Marital Status - Married
- Visa Status - Employment Visa
- Process Flows

Languages known

English

Hindi

Nepali

Experience

Redha Al Ansari Exchange

09th jan 2014 to 05 jun 2020

Position : Supervisor

Al Faud Ansari Exchange

31th july 2020 to sep2022

Position : Teller Cum Cashier

Emirates India International Exchange

17th march 2023 to Till Date

Position : Teller Cum Cashier

Duties & Responsilibities

- Marking Receipt & payment voucher western Union Transaction.
- Coordinating with HO Quoting Competitive Rate To costumer For Remittance As well For Currencies.
- making Salary Payment to the labor through wps moudles.
- Cash Payment Against Credit Card
- Etisalat & Du mobile bill payment
- Monitoring petty cash expenses & forwarding the monthly expense to ho with relevent bills
- Tally all Currencies Physically As per System Balances
- Reporting To Branch Supervisor or branches incharge If Any problem occurs.
- Keep Excellent Interpersona.Relations With Colleagues & ready t help Them

Skills

- Good Knowledge in ms office word, excel , powerpoint & outlook mail.
- very energetic result oriented & organized
- Efficient & well behaved person
- Extremely Hard working & self motivated & able to work independently in a team environment under supervision.
- Keep Excellent Interpersonal Relations with colleagues & ready to help them.

Declaration

I Hereby Declare That the Above mentioned statement are true And correct to the best of my Knowledge.

Harish Chand