

CURRICULUM VITAE

PRAMOD RAJBANSHI

Mobile No : +971 56 674 2989
Location : Abu Dhabi, UAE
Email : rajbanshipramod2018@gmail.com



OBJECTIVE

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience. A place where I am permitted to be an active participant as well as vital contributor on development of the company.

EDUCATIONAL QUALIFICATIONS

- School leaving certificate (S.L.C) 2003 A.D from Government Board.
- Intermediate in commerce (+2) 2005 A.D from HSEB
- Bachelor in Business Studies (B.B.S) 2010 A.D from Tribhuvan University
- Master in Business Administrations (M.B.A) 2014 A.D from Sikkim Manipur University

EXPERIENCE

- ✓ **Graduated Trainee in CG Electronics Pvt. Ltd. (30 Sep 2013 A.D 30 Sep 2014 A.D.)**
 - Handling of time office
 - Preparing monthly HR and operational report
 - Billing, preparing daily monthly stock report
 - Maintain VAT register
- ✓ **FC Cashier in LuLu International Exchange (UAE) from (Sep 2016- present)**
 - WPS related tasks, Salary deposits, Disbursement of companies
 - Remittance transactions
 - Currencies buying and selling
 - Providing support & information to customers with high accuracy speed and quality
 - Open and close the branches as required and ensure all tasks are completed

PERSONAL INFORMARTION

Nationality : Nepal
Date of Birth : 30/07/1987
Gender : Male
Marital Status : Married
Languages Known : English, Hindi, Nepali & Bengali

PASSPORT DETAILS

Passport No : 08194224
Date of Issue : 08/12/2014
Date of Expiry : 07/12/2024
Visa status : Employment Visa

AREA OF STRENGHT

- Capable in adapting to different multi-cultural situations
- Team building and training team services
- Excellent communication skills
- Adapts easily given any task
- Willing to learn more, work hard, flexible to work long hours

TRAINING EXPERIENCE

- Computer office course (29 Jan 2010 – 03 Aug 2010)
- Intern in Nepal Bank limited (02 June 2013 A.D – 10 July 2013 A.D)
- Participation in small hotel and household management training (27 June 2012 – 03 July 2012) by Nepal Academy of Tourism and Hotel Management

REFERENCE

Regards able reference will be furnished upon request.

DECLARATION

I hereby declare that the above furnished information are true and correct to the best of my knowledge and belief. If given a chance to serve under your kind control and I will prove my ability and work to the utmost satisfaction of my superiors.

PRAMOD RAJBANSHI