



Sunil Sunar

Cashier/ Customer Service Officer.

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 : Freelance 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

Customer Service Officer and Cashier with more than 3 years of experience with a good understanding of customer satisfaction in financial sector and 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(Cashier/ Customer Service Officer).

Dec 2021- Oct 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(Cashier/Customer Service Officer).

Mar 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).

IMG Worlds of Adventure(Cashier/ Retail sales Associate).

March 2019–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**