

CURRICULUM VITAE

KAMAL DAHAL

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CAREER OBJECTIVE

Having wide experience of more than 9 years in UAE. I am an active humble, in a systematic and hard working person with a strong will to face competitions. Dedicated to sales and technical profession having wide-ranging experience in multinational organizations with high potential seeking an official or sales related job where I can utilize my skills and advance my career.

WORK EXPERIENCE

- Worked as a Shift Supervisor at **ADNOC Distributions**, UAE from 2014 to 2016.
- Worked with **UAE Exchange** as a Junior Associate Officer/Branch Corporate Relationship Executive since Dec 2016 to 2021 Aug.
- Working currently in **Al Rostamani International Exchange** Ajman Branch as a Senior Cashier/Assistant Branch Incharge Aug 2021 onwards.

Key responsibilities in **UAE Exchange** and **Al Rostamani international exchange**,

- a. Day to day branch handling, phone calls, emails, staff management and scheduling.
- b. Processing A/C credit SWIFT remittance, Xpress Money, Western Union, Money Gram and RIA send and receive transactions.
- c. New acquisition for WPS, non WPS and dealing of Foreign Currencies with corporate clients.
- d. Registering individual and corporate clients with proper KYC (CDD/EDD) guided by Central Bank of UAE.
- e. Verification of high volume and high-risk transactions through CRM and monitoring compliance issues for AML support.
- f. Dealing with foreign currencies, bill payments, remittance, utility payments, cash handling, cash management and daily reconciliation of allied products.
- g. Issuing drafts for clients and clearing cheque for processed transactions.
- h. Operate and control UAE Exchange ATM machine and KIOSK machine.
- i. Do funding of foreign currency as well as AED on daily basis.
- j. Foreign Currency exchange and encashment of Travelers Cheque.

EDUCATIONAL QUALIFICATIONS

- **University Diploma in Electronics and Communication Engineering** from **Institute of Engineering**, Tribhuvan University, Western Regional Campus, Nepal 2006-2010 (CERTIFICATE ATTESTED)
- **School Leaving Certificate (SLC)** Amar Singh Higher Secondary School, Pokhara Nepal in 2005

TRAININGS

- **Computer Courses** (MS-Office, Photoshop, Internet, Hardware and Networking), From Oasis Cyber and Computer Link, Pokhara, Nepal
- **Anti-Money Laundering and Terrorist Financing** E- Learning course completion on 16th Dec 2019 as per Central Bank of UAE.
- **Fraud Prevention** E-Learning course completion on 15th Dec 2019 as per Central Bank of UAE.
- **Anti-Bribery Training** E-Learning course completion on 15th Dec 2019 as per Central Bank of UAE.
- **Valid UAE Driving License** License No: 358727

COMPETENCIES

- Fluent in English, Hindi and Nepali
- I'm service oriented, Responsiveness problem solving
- Strong decision making and influencing skills
- Solid team leadership abilities
- Strong sense of responsibility
- Fast & good learner, adapt well to changes & pressure at work place
- Work effectively with diverse group of people Friendly with a good attitude
- Ambitions, hardworking & committed to excellence

PERSONAL DETAILS

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|--|--------------------------|
| ○ Father Name: Gajadhar Dahal | ○ Nationality: Nepal |
| ○ Date of Birth: July 2 nd 1990 | ○ Passport No: PA0347262 |
| ○ Gender: Male | ○ Place of issue: Nepal |
| ○ Marital status: Married | ○ Visa Status: Working |

DECLARATION:

I hereby to declare that all the details provided are true and correct. If you have given me any opportunity to serve your esteemed organization, I shall be proving my abilities. Reference will be provided on request.

REGARDS

Kamal Dahal