

SURAJ NEPALI

Cashier/Bank teller/Money Exchange Teller



Clock Tower, Deira Dubai,
United Arab Emirates



+ 356 9911 4601
+971547432400



xrli1253@gmail.com



+ WORK EXPERIENCE

- Shree Investment & Finance Company
Kathmandu , Nepal

MAR-2014- APR-2024
(10 YEARS)

HEAD CASHIER/CUSTOMER SERVICE AGENT

- Attend counter customers, remittances sending and receiving from any part of the world, issue demand draft, telex transfer and inter-UAE money transfer as per their request.
- Money & bank transfers to various countries. Process and issue third party transactions. WPS processing and disbursements at site/branch along with marketing staff. Send and receive inward payment/outward payments and cheques.
- Facilitate New Customer's acquisitions and New account openings.
- Register customer's transactions complaints Status and general inquiries.
- Timely and effectively handle queries/concerns of the customer's over the phone and counter service. Ensure cash handling is done as per company policy, and cash balance is accurately tallied and appropriately handle as instructed by the Branch In-charge & Assist Marketing team with pick up of site transactions etc.
- Internal & External Letters issuance / Email internet communications Etc.

- Sales Berry (Hypermarket)
Lalitpur , Nepal

2012-2014

SENIOR CASHIER & INVENTORY CONTROLLER

- Review of the transactions tally and variation account transaction reconciliation.
- Payment by cash, cheque , credit card & debit card report and tally.
- Handling cash with the efficient order and make certainty of flow of cash.
- Addressing customer's issues, relationship/contact build up and follow-up
- Monitor the work of cashiers on a daily basis.
- Manage bank deposit activities and make sure that cash is counted accurately at the end of each shift.
- Maintain and update daily, monthly and yearly final sales reports.
- Review, Report of Daily movement of Items, summarization & procurement plan.
- Generate and maintain account related reports and .

+ ABOUT ME

Motivated exchange house professional possessing a strong commitment to quality customer service coupled with superb communication skills. Builds customer loyalty by effectively resolving problems and quickly processing transactions.

+ PERSONAL DETAILS

Date of birth:

20 Jan 1994

Nationality:

Nepalese

Visa status/No:

Visit Visa UID No : 244638858

Marital status:

Married

+ EDUCATION

- Patan Multiple College , Lalitpur, Nepal
Tribhuvan University
MASTER DEGREE (M.A) SOCIOLOGY

(2014-2016)

- Patan Multiple College, Lalitpur, Nepal
BACHELOR DEGREE (B.A.)

(2012-2014)

- Jana Bikash Secondary School(**S.L.C**) Lalitpur, Nepal

(2008)

+ LANGUAGES

English, Hindi & Nepali

+ PASSPORT DETAIL

Passport No : PA 1818887
Issue : 18 Jun 2023
Expiry : 17 Jun 2033
Issued Place : MOFA, NEPAL

+ SKILLS

- ⇒ ALL COMPUTER SOFTWARES USED FOR MONEY EXCHANGE /FINANCE COMPANIES
- ⇒ MS OFFICE SUITS ALL PROGRAMMES
- ⇒ HOUSE WIRING ELECTRICAL TASKS



