

# About Me

I am an organised, efficient and hard working person, and am willing to discover and accept new ideas which can be put into pratice effectively. I am a good listener and learner, able to communicate well with a group and on an individual level. I am able to motivate and direct my talents and skills to meet goals.

#### +971 507110536

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himalbhai288@gmail.com

👌 🔹 Bur Dubai, Dubai

#### LANGUAGE

- English
- Hindi
- Nepali

#### EXPERTISE

- Management Skills
- Sales and Marketing
- Problem Solving
- Negotiation
- Communication
- Leadership
- Ms Office
- Financial and Accounting
- Customer Relationship
- Cash and Remittance

# HIMAL CHHETRI

# Assistant Store Manager

## EXPERIENCE

#### Assistant Store Manager- Apaka Bazar Siliguri West Bengal- India Feb 2022- Feb 2024

- Over 2 years experience in retail store management.
- Supported to the store manager in daily business operations of retail store.
- Communicating with and helping customers and carrying out directives given by the manager.
- Proven track record of successfully managing staff problems, evaluating employee performance, delegating and designing work shedules.

### Relationship Manager-Kamana Sewa Bikas Bank Damak- Nepal

#### Feb 2019- Feb 2022

- Resolving customer issues and concerns and customer relationship management.
- Looking sales opportunities and achieving the sales target.
- Manage financial reports for the branch and managed the monthly, quarterly and annual budget of the branch.
- Portfolio management and business development of branch.

#### Teller/Cashier- NICASIA Bank Damak-Nepal Jan 2016- Feb 2019

# Provide face to face customer service in bank and handle

- Provide face to face customer service in bank and handle customer's concerns.
- Greetings customers, opening and closing accounts and handling deposits and withdrawals.
- Managed and recorded daily cash flow and provide the admin support to cash and remittance department.

## EDUCATION

#### Tribhuvan University Bachelor of Business Studies

2011- 2014

#### **Higher Secondary Education Board**

Intermediate in Management 2008-2010

#### REFERENCE

#### Reference available upon request