



## SUMAN KUMAR SHRESTHA

 Dubai  
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 sumansth777@gmail.com

## TOOLS

- MS Office Package

## EDUCATION

**SLC:** 2008  
**Azalea Secondary Boarding School:**  
Biratnagar, Nepal  
Final Grade: 83.38%

**HSEB:** 2010  
**Merryland College, Biratnagar Nepal**  
Final Grade: 69%

**Bachelor of Business Studies:** Finance,  
2013  
**Mahendra Morang Adarsha Multiple  
Campus** - Biratnagar, Nepal  
Final Grade: 56.2%

**Master of Business Management (MBM):**  
2018  
**Nepal Commerce Campus-** Kathmandu,  
Nepal  
GPA: 3.85

## TRAINING

- **BANK FINANCING IN AGRIBUSINESS AND TOURISM** USAID Trade and Competitiveness, facilitated by International Development Institute (IDI)
- **COMPLETED ONLINE COURSE ON INTERNATIONAL TRADE FINANCE ORGANIZED BY NATIONAL BANKING INSTITUTE** National Banking Institute
- **COMPLETED OMEGA ONLINE COURSE ORGANIZED BY NATIONAL BANKING INSTITUTE** "CREDIT SKILLS ASSESSMENT- FINANCIAL

## PROFESSIONAL SUMMARY

Experienced professional with a background in banking sales and operations, skilled at improving business performance and efficiency. Strong in client relationship building through interpersonal skills, ensuring high satisfaction and retention. Proficient in financial analysis, risk management, and regulatory compliance, seeking to apply expertise in a dynamic business environment.

## WORK EXPERIENCE

**Sales Officer,** August 2023 - Current  
**Pact Employment Services LLC (Direct Sales Representative for Commercial Bank Of Dubai)-** Dubai, UAE

- Achieved sales targets through strategic client acquisition and relationship management
- Conducted market research to identify opportunities for business expansion and growth
- Collaborated with cross-functional teams to develop and implement effective sales strategies

**Assistant Relationship Manager,** 04/2019 - 05/2023  
**Laxmi Bank Ltd.** Nepal.

- Support Branch Managers and Province Heads in maintaining and enhancing a robust credit portfolio.
- Assist in managing client relationships and administrative tasks post-client acquisition by coordinating operational requirements.
- Provide customers with guidance on banking products and services, fostering understanding and promoting usage opportunities.
- Identify diverse banking needs of borrowers and collaborate across bank units to meet these requirements.
- Maintain regular communication with borrowers, ensuring credit files are current and documentation is up-to-date.
- Contribute actively to developing marketing strategies for prospects and targeted customer segments.

**Management Trainee,** 08/2018 - 04/2019  
**Nic Asia Bank Ltd** - Nepal

- Manage Small and Medium Enterprise department portfolio of Biratnagar Branch:
- Conducting business site visits, inspections, and monitoring account recovery.
- Managing the post-credit approval and implementation of credit facilities.
- Providing support for daily operations at the customer service desk.
- Serving as a customer service representative and handling cash during the training period.

## HONORS AND REWARD

- MBM (**Tribhuvan University**) topper in second, third and fourth semester board exam
- Attended research based Workshop on "**One Day Competitive Presentation in Conceptual Review on Emerging Issues**" and secured First Position on the topic "**Impact of Go-Green World Concept in Environmental Reform**"
- Secured Third Position in the Presentation and Report Writing Competition on "**A Swot Analysis of One Day Seminar Cum Orientation of MBM Program**"

**ACCOUNTING FOR  
LENDERS + COMMERCIAL  
LOANS FOR BUSINESS**  
National Banking Institute

**LANGUAGES**

- English
- Hindi
- Nepali

- Awarded Master Research Support from **UNIVERSITY GRANTS COMMISSION** to write Research Report Project on the topic “**Impact of Microfinance on Women Empowerment**”
- Promoted to **Officer** at **Laxmi Bank Limited**

**SKILLS**

- **Financial Analysis**
- **Sales Acumen**
- **Customer Relationship Management.**
- **Administrative Competence**
- **Problem Solving**
- **Communication Skills**
- **Team Collaboration**
- **Technology Proficiency**
- **Ethical Judgment**
- **Adaptability**

**REFERENCES**

Rabin Shrestha  
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Alpha Plus Ventures  
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