



✉ khatripankaj410@gmail.com

🏠 Al quoz, Dubai, UAE

☎ 052 707 8081

📅 Date of birth 07/25/1993

🚩 Nepali, Nepalese

👤 Single

📍 UNITED ARAB EMIRATES

Languages

English

Nepali

Hindi

Urdu

ASSETS

TEAMWORK

PROFESSIONALISM

ADAPTABILITY

EMPATHY

DILIGENCE

INTERESTS

Hiking

Travel

Photography

Reading

PANKAJ KHATRI

SUPERVISOR

Results-driven finance professional seeking a challenging and rewarding role in a leading financial institution, where I can leverage my analytical skills, business acumen, and passion for the industry to drive growth and profitability. With a strong foundation in financial modeling, data analysis, and investment strategies, I am eager to bring my skills and expertise to a dynamic and innovative organization that shares my commitment to excellence and customer satisfaction.

WORK EXPERIENCE

● ASSISTANT BRANCH SUPERVISOR & CASHIER

Since Nov. 2022 **AL DAHAB EXCHANGE AL QUOZ, DUBAI, UAE**

- Overseeing the day-to-day operations of the branch & Managing a team of exchange staff.
- Ensuring compliance with company policies and regulations.
- Setting and achieving sales targets, managing cash handling, forex exchange and inventory, processing transactions, and maintaining accurate records and reports.
- Identify areas for improvement, and implement changes to increase efficiency and profitability.

● MARKETING MANAGER & TREKKING GUIDE

Feb. 2019 - Jan. 2020

GAZE NEPAL TRAVELS & TOURS PVT. LTD KATHMANDU, NEPAL

- Provide customers with a level of customer service that exceeds their expectations.
- Organizing, supervising, informing, assisting, motivating, and directing customers as requested or required.
- Responding to emergencies by providing first aid assistance and taking appropriate further action if required.

● FACULTY ACCOUNTANT & ACCOUNTING TEACHER

Mar. 2014 - Dec. 2018

APPLE INTERNATIONAL SCHOOL KATHMANDU, NEPAL

- Accounting Teacher for the Secondary Level School students.
- Prepare financial reports on a regular basis by providing information to the finance team.
- Assist in preparation of School budgets, salary payrolls & Perform bank reconciliations.

● INTERN

July 2013 - Jan. 2014 **PRABHU BANK LTD KATHMANDU, NEPAL**

- Deal with Multi-cultured customer both regular as well as new to the organization.
- Respond costumer queries related to services.
- Collect required documents for the accomplishment of costumer account opening.

SKILLS

ABILITY TO WORK UNDER PRESSURE

RISK MANAGEMENT AND MITIGATION

COMMUNICATION AND INTERPERSONAL SKILLS

LEADERSHIP

DATA ANALYSIS AND INTERPRETATION

VOLUNTARY EXPERIENCE

- PROGRAM COORDINATOR
July 2020 - Aug. 2022
NATIONAL ASSOCIATION OF SERVICE PROVIDER IN REHABILITATION (NASPIR) POKHARA, NEPAL
 - Project development, planning and execution.
 - Assigned with Report\ Proposal writing and media presentation of all the projects.
 - Encouraging effective service providing approach to governmental and private service provider in Rehabilitation.

YAM NATH MAINALI
President, NATIONAL ASSOCIATION OF SERVICE PROVIDER IN REHABILITATION (NASPIR)
YNMAINALI2020@OUTLOOK.COM

EDUCATION

- BACHELOR IN BUSINESS STUDIES
2014 - 2018 NEPAL COMMERCE CAMPUS Kathmandu, Nepal
- PROFICIENCY CERTIFICATE LEVEL
2009 - 2011
PENTAGON INTERNATIONAL HIGHER SECONDARY SCHOOL Kathmandu, Nepal
- JUNIOR HIGH SCHOOL
1998 - 2009 ARJUN BOARDING HIGH SCHOOL GULMI, LUMBINI, NEPAL

COMPUTER SKILLS

FAMILIARITY WITH FINANCIAL SOFTWARE APPLICATIONS SUCH AS ORACLE, SAP, OR CORE BANKING SYSTEMS

ABILITY TO TROUBLESHOOT BASIC IT ISSUES AND PERFORM ROUTINE MAINTENANCE TASKS

MICROSOFT OFFICE SUITE (WORD, EXCEL, POWERPOINT, OUTLOOK) PROFICIENCY

KNOWLEDGE OF CYBERSECURITY BEST PRACTICES AND AWARENESS OF COMMON THREATS

PHOTOSHOP