



BASANTA BARIYA RAJBHANDARI

Curriculum Vitae

CAREER OBJECTIVE

To secure a challenging position in a company to utilize my skills, work experience as well as enhancing my leadership opportunities through interpersonal skills.

HIGHLIGHTS

- Ability to work under my field as well as any assignments made to me.
- Capable to work on own initiative & making strong interpersonal with self-discipline.

WORK EXPERIENCE

Employer : Havana Restaurant & Bar
Abu Dhabi, UAE.

Duration : February 2016 – January 2018

Position : Cashier and Customer
Service Representative

Employer: Abu Dhabi City Golf Club Pavilion & Bar
Abu Dhabi, UAE.

Duration: February 2018 – November, 2024

Position: Cashier Supervisor

- Welcome customers provide assistance and respond to their concerns.
- Oversee cash transactions, cash reconciliations, account payments, account receivables and other accounting duties according to company policies.
- Manage customer transaction both cash and card payments.
- Train newly hired cashiers on accounting procedures and company policies.
- Evaluate performance of cash associates and provide feedback.
- Ensure customer transactions are processed promptly and accurately.
- Ensure cash associates follow accounting policies, safety procedures and customer services standards.
- Generate cash related documents and account reports.

+971568058861

basantabariya@gmail.com

Electra St. Abu Dhabi-UAE.

30 December, 1992

PERSONAL INFORMATION

Nationality : Nepalese

Marital Status: Single

Religion: Hindu

Gender: Male

Passport No: BA 0107757

Visa Status: Visit Visa

Driving License : 2802209 (Abu Dhabi)

SKILLS

Excellent in MS Office

Package

Word, Excel

Power Point

SOFT SKILLS

Hardworking

Communication

Self Starter

Adaptable

Quality Conscious

Team Player

Honest & Sincere

Attention to Details

**Employer: Nabil Bank Chabahil Branch
Kathamandu, Nepal.**

Duration: January 2014 – December, 2016

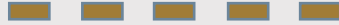
Position : Customer Service/Teller Clerk

LANGUAGES KNOWN

English



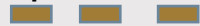
Hindi



Nepali



Japanese



REFERENCES

Academic, employer and personal references are available on request.

- Provide excellent customer service, including handling inquiries, resolving complaints, and processing transactions accurately and efficiently.
- Promote banking products and services to customers to meet sales targets.
- Collaborate with team members to ensure smooth operation of the branch.
- Stay updated on banking regulations and compliance procedures, along with NRB circulars and directives.
- Cash management along with handling outward clearing cheques.
- Processing deposits and withdrawals of cash from valuable clients.
- Dealing with customer inquiries.
- Performing general administration tasks.
- Operating both Nepalese and foreign currency.
- Using banking software to update account information.

EDUCATION

- National Institute of Management & Science College Bachelor in Business Studies. Kathmandu, Nepal.
- National Institute of Management & Science College Higher Secondary Education Board, Kathmandu, Nepal.
- Adarsha Secondary High School Leaving Certificate Kathmandu, Nepal.

DECLARATION

I hereby declare that above given information by me is true and best of my knowledge. If a chance is accorded, I will leave no stone unturned to satisfy my superiors through my work. I will do my work with all sincerity, honesty and devotion.

Basanta Bariya
Applicant