

Samir Ghimire
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OBJECTIVE

Seeking a full-time position with an opportunity for professional and personal challenges, to enhance my professional skills in a dynamic and stable workplace where my existing experiences of strong analytical and technical skills in the areas of banking operations can be utilized to build a long term career with opportunities for carrier growth, for achieving the company's goals and create mutual benefits for the team.

STRENGTHS

- A competent professional with over 10 years of experience in Banking/Finance Operations.
- Problem solving skill, ability to work well independently.,
- Dedicated, responsible, reliable, loyal, creative and innovative.
 - Ability to create a way to reach new client.
 - Ability to work well under pressure, efficient follow up to the related task ahead of time.
 - Able to establish a good working relationship with the entire team.
 - Proficient in written and spoken **English, Hindi, Nepali.**

ORGANISATIONAL DETAILS

1. **Worked with Habib Exchange Company LLC (Rebranding to Index Exchange), ABU DHABI, U.A.E as Customer Care Junior Officer cum Cashier from 29th September 2013 – April 2024**

Responsibilities:

- Cash receiving, handling,
- Foreign currency exchange (buying and selling) .
- Handling all type of remittance operations and supporting business development team.
- Discuss with management for introducing promotions and other facilities for the customer to boost the business volume.
- Conducting marketing services, gathering data from market research for prospect clients to increase the volume of transactions and cliental.
- Maintaining good relations with all customers to retain the existing customers and motivate to introduce new customers.
- Sending amendments and cancellations as requested by customer, verifying all the details for the smooth operational service.
- Handling payments and follow up customer inquiries and providing customer with pertinent information regarding their respective inquiries.

2. Worked with “Lutus Money Exchange” Kathmandu, Nepal as Counter Staff cum Cashier from 1st of January 2007 to 30th December 2008.
3. Worked with “Samshara Money Exchange, Kathmandu, NEPAL as Counter Staff cum Customer Care, from 10th of March 2004 to 30th November, 2007.

ACADEMIC QUALIFICATION

Level	Passed year	Intuitions
School Leaving Certificate (S.L.C)	1995	Higher secondary education board, India
10+2	2001	Higher secondary education board, India

COMPUTER PROFICIENCY

- MS-Office (MS-Word, MS-Excel, MS-PowerPoint, MS-Access)
- Banking & Accounting Software:
Casmex, Symex, Symex.net

PROFESSIONAL TRAINING

- General Banking,
- KYC & AML.
- Customer Service

PERSONAL DETAILS

Full Name	Samir Ghimire
Permanent Address	Nayabazar-16. Kathmandu, Nepal
Nationality	Nepalese
Sex	Male
Marital status	Married
Valid Passport	Yes (4/04/2034)
Languages Known	English, Nepali, Hindi

PSYCHOGRAPHIC DETAILS

Hobbies : Reading, Travelling & Listening Music.
Other Interest : To accept the challenges & improve my performance.

I hereby declare that all the information here are true and to the best of my knowledge.

Samir Ghimire
