

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 career 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
