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## HIMAL CHHETRI

HEAD CASHIER

APPLY FOR: REMITTANCE CLERK

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### PROFILE SUMMARY

Having the experience in banking industry with over ten years handling the cash operation and remittance department with successful manner. Motivation to team members and increase the profit of the branch in quick time period.

Besides that, proven skill in market research, cross selling, good communication skills, leadership and strategies skill to drive the team. Skilled in QuickBooks, financial software (Pumari, Finacle), MS Office (Word, Excel and Power Point).

### CONTACT

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[Himal Chhetri | LinkedIn](#)

+971 050 711 0536

Bur Dubai

United Arab Emirates

## EXPERIENCE

### **HEAD CASHIER & CUSTOMERS SERVICE/ KAMANA SEWA BIKAS BANK**

FEB, 2019 TO FEB 2024

- Handled the cash and remittance department in smooth manner.
- Processed an average 150 transactions on daily with 100% accuracy rate.
- Assisted customers with product queries, ensuring a positive manner with compliance in AML, CFT policies of bank.
- Recording transactions on the cash register with proper manner.
- Promote and cross sell of new products and services to the customers.
- Followed the office guidelines and policies for provide the service to customers in satisfactory track record.
- Maintained the customer relationship with smooth communication skills.

### **CASHIER & ASSOCIATE CUSTOMER SERVICE/ NICAISA BANK LIMITED**

JAN, 2014 TO FEB, 2019

- Assisted in processing transactions and customer service of cash and remittance department.
- Provide the administrative support to Cash and Remittance Department.
- Participated in training session to enhance product knowledge and customer service.
- Read, understand as instructed by Head Office via circular.
- Promoted the cross sell new products to customer on timely basis.

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## EDUCATION

### **BACHELOR OF BUSINESS STUDIES**

TRIBHUWAN UNIVERSITY, NEPAL

JAN 2014

### **INTERMEDIATE LEVEL (PLUS TWO)**

HIGHER SECONDARY EDUCATION BOARD

DEC 2010

## KEY SKILLS AND HIGHLIGHTS

- MS OFFICE (WORD, EXCEL AND POWER POINT)
- SALES
- TEAM MANAGEMENT
- CASH AND REMITTANCE DEPARTMENT
- COMMUNICATION SKILLS
- ADMINISTRATIVE SUPPORT
- FINANCIAL AND ACCOUNTING SKILLS
- MARKETING
- LEADERSHIP.

## Training and Certificate:

- GENERAL BANKING TRAINING.
- BASIC COMPUTER TRAINING.
- CUSTOMER SERVICE EXCELLENCE.
- AML, CFT AND KYC.
- INFORMATION SECURITY AWARENESS.

## PERSONAL PROFILE:

Father's Name	:	Mr. Kamal Chhetri
Mother's Name	:	Mrs. Puspa Chhetri
Date of Birth	:	18 March, 1993
Marital Status	:	Single
Gender	:	Male
Nationality	:	<b>Indian</b>
Languages	:	Nepali, English, Hindi
Passport no.	:	X7956485

## DECLARATION:

I hereby confirm and verify that all information mentioned here, and I take full responsibility for its accuracy and authenticity.