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**Anil**

**email:** **anil.380299@2freemail.com**

**(Currently working with Wall Street Exchange Center LLC.)**

**Summary:**

* With more than 19 years of experience in Financial, Bank and Retail Institute.
* With more than 9 years of experience only in Dubai Financial Institute.
* Experience in government affiliated Bank for more than 3 years.
* Excellent customer service and customer care experience.
* Strong analytical, interpersonal, communication skill and ability to adapt new things quickly.
* Ability to work as a team member.
* Experience in training and guiding a new member in a team.
* Good knowledge of Account and Finance.
* Perfect in preparation all types of remittance application including Western Union, Instant Cash and Miscellaneous products.
* Perfect in currency exchange, preparation of cash bundles for deploying to wholesale department, other branches, Bank and Exchange Company.
* Good knowledge of FOREX.
* Good knowledge of Due Diligence.
* 6 years of excellent Dubai Driving experience.

**Technical Skills:**

**Operating Systems:** MsWord, Excel, Power Pont, Outlook, AS400, Tally

**Work Experience:**

**Wall Street Exchange Centre LLC**

**Single Window Operator**

**December 2008 – Present**

Wall Street Exchange, a member of Emirates Post Group, has been providing a wide range of foreign exchange, money transfer and related services in the region since 1982.

**Responsibilities:**

* Fund Transfer, Personal and Commercial through Telex Transfers, Instant Draft, Demand Draft, Instant Cash and Western Union services.
* Accepting Cash, Cheque and Online payments.
* Deposit and payments of Salary (Wages Protection System).
* Issuing National Bond, Du, Etisalat, Sewa and Dubai Police Fine payments.
* Make a payment through Western Union and Instant Cash Services.
* Currency Exchange.
* Preparation of cash bundles for deploying to wholesale department, other branches, banks and exchange companies.
* Gold Card Printing and Document filing.
* Attending customer calls, inquiry and complains.

**Emirate India International Exchange LLC**

**Bur Dubai Branch**

**Remittance Executive**

**April 2008 – October 20008**

**Responsibilities:**

* Fund Transfer through Telex Transfers, Demand Draft and Western Union Services.
* Currency Exchange
* Visiting labour camps for Marketing
* Attending customer calls , inquiry and complains
* Bank account opening(India, Nepal)

**American Life Insurance Company (ALICO), K G Abraham Agency, Dubai**

**Sales Agent**

**Sep 2006 – January 2008**

**Responsibilities:**

* Selling Life and Medical insurance plan.
* Calling customer and making appointments.
* Attending weekly meeting and submit report to team leader.
* Follow up customer, for premium payments and services provided.

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**BhojanGriha Pvt. Ltd (An Authentic Nepalese Restaurant)**

**Kathmandu, Nepal**

**Account and Administrative Officer May1999 – Aug 2006**

**Responsibilities:**

* Cash Handling.
* Prepare Cash Payment Voucher, Journal Voucher and make entry to ledger manual and computer.
* Follow up for payment with Debtors and prepare payment voucher to Creditors.
* Cash and Bank Check deposit to Bank.
* Salary payment to Staff.
* Prepare annual Profit and Loss.

**Agricultural Development Bank Nepal**

**Kathmandu, Loan Recovery Section**

**Office Assistant** **Feb 1996 – April1999**

**Responsibilities:**

* Visit project site for inspection.
* Prepare letters of due installments and payment time.
* Making appointments and handover letters of due payments installments to customer.
* Preparing Document releasing paper after full payment from customer.

**Educational Background:**

##### **Bachelor' Degree Graduation Year 1998**

Bachelor's Degree in Business Administration

Cost and Management Accountancy, Advanced Economics,

Principle of Marketing

ShankerDev Campus, Tribhuvan University, Kathmandu, Nepal

##### **Intermediate Degree Graduation Year 1993**

**Business Administration**

Book Keeping, Cost Accounts, and Business principle

ShankerDev Campus, Tribhuvan University, Kathmandu, Nepal

**Language:**

Fluent in English, Hindi and Nepali

**Personal Information:**

Date of Birth : 10 01 1973

Gender : Male

Status : Married

Nationality : Nepali

Visa Status : Employment (Can join immediately)