

PERSONAL DETAILS

ankitagupta2193@gmail.com

Address: Bur Dubai, Dubai

Mobile: 971 504302193

DOB: 9th October 1989

Nationality: Nepalese

www.linkedin.com/in/ankita-gupta-696458118 (LinkedIn)

EDUCATION

Tribhuvan University

Masters of Business

Management (2014 - 2017)

CGPA-3.82

Specialization: Banking and Finance

TOP SKILLS

Microsoft Office

Sales Support

Administration

LANGUAGES

Hindi (Fluent)

Nepali (Native)

English (Fluent)

TRAININGS

Operational Risk Management

Anti Money Laundering

Note counterfeiting and anti-bribery

Financial crime prevention

Credit Risk Management

ANKITA GUPTA

Summary

Skilled in Time Management and Financial Reporting. Focused on Business, Commerce, Finance and Banking sectors. I am a team player with strong interpersonal skills having developed my relationship with my colleagues and clients over the years.

EXPERIENCE

DELMA EXCHANGE (Dubai)

Teller/ May 2022 - November 2022

- Manage and handle the cash/cheque transactions and ensure the delivery of quality services to customers.
- Ensure Cash Handling is done as per Company policy, and Cash Balance assigned is accurately tailed and appropriately handled as instructed by the Branch Management
- Foreign currency exchange at prevailing rates.
- Exercise due diligence in processes related to customer transactions to ensure risk mitigation and adherence to relevant AML procedures and KYC initiatives.
- Conduct WPS transactions.

HOTEL PAWAN PALACE PRIVATE LIMITED (Nepal)

Admin cum Account Assistant/ February 2020 - March 2022

- Keeping account records and preparing financial reports.
- Preparing journal and ledger entries, bank reconciliation and VAT bills.
- Prepares documentation for payment of vendors, suppliers and other third parties.
- Prepare profit/loss statements and balance sheet.
- Preparing monthly payroll, calculating tax payments and returns, etc.
- Provide accurate information on the financial position, liquidity, and cash flows of the business.
- Prepare monthly and quarterly management reports reflecting the state of the business.

PROJECTS

Participated the workshop on one day competition.

Presentation in conceptual review in emerging issues organized by MBM Department.

Participated and secured first position in one day seminar Module Competition.

Organizer of Mega Event NCC fusion fest

NEPAL BANGLADESH BANK (Nepal)

Assistant/January 2018 - January 2020

- Regular verification of cash position in the CBS, cash vault and ATM.
- Performing cash deposits, payments, withdrawals, foreign currency exchange and several cashier services.
- Issuing Letter of credit, bank guarantees and TT (Telegraphic Transfer).
- Ensure KYC workflow tool and Core Banking System (CBS) is kept up to date as per compliance regulations.
- Cheque clearing through Electronic Cheque Clearing System.
- Account opening of different nature and prepare customer due diligence report.
- Watching suspicious transactions through Go-AML and Threshold transaction reporting coordinating with compliance regulations.
- Carry on mobile banking, e-banking and connect IPS services,

GOENKA GROUP (Nepal)

Administration Assistant/ April 2012 - April 2014

- Prepare regular financial and administrative reports.
- Assist and support sales and marketing teams to maximize revenues and updates to commercial teams as necessary.
- Assist and support in branding and organizing sales promotion campaigns .
- Prepare and analyze financial statements for the management team.
- Assist and support accounts department in financial operations.

Nepal Investment Bank Limited

Intern/ May 2012 - July 2012