

**HARISH CHAND**

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**Dubai –UAE**



**PROFILE:**

I am looking forward to associate myself with organizations where there is opportunity to share contribute and upgrade my knowledge for the development to self and origination served. I have taken up assignment in my career with a quest to manage higher responsibility and am looking forward to building to long team challenging career, with responsibility scope, which fully utilize my talent, capabilities and experience.

**EDUCATION:**

- **Standard Training Certificate of Watch Keeping (STCW 95)**  
Year: 2012

**WORK EXPERIENCE:**

- **Emirates India International Exchange.**  
Position: Teller cum Cashier.  
Period: 17<sup>th</sup> March 2023 To Till date
- **Al Fuad Exchange.**  
Position: Teller cum Cashier.  
Period: 31<sup>st</sup> July 2020 to 7<sup>th</sup> SEP 2022
- **Redha Al Ansari Exchange.**  
Position: Supervisor.  
Period: 09<sup>th</sup> January 2014 to at 05<sup>th</sup> June 2020

**Duties and Responsibilities:**

- Making receipt and payment voucher for Western Union transactions.
- Coordinating with H.O and quoting competitive rate to the customers for remittances as well for currencies.
- Maintain close relationship with our branch, other exchanges and banks for buying and selling of currencies.
- Making Salary payment to the labor through WPS modules.
- Cash payment against Credit card.
- Etisalat and Du mobile bill payment.

- Monitoring petty cash expenses and forwarding the monthly expenses to H.O with relevant bills.
- Tally all Currencies physically as per the system balances.
- Reporting to branch supervisor or branches in charge if any problem occurs.
- Doing all transactions as per UAE central bank AML policies.

**SKILLS:**

- Good knowledge in MS Office Word, Excel, Power point and Outlook mail.
- Very energetic result oriented and organized.
- Efficient and well behaved person.
- Extremely hardworking, self-motivated and able to work independently in a team environment under supervision.
- Keep excellent interpersonal relations with colleagues and ready to help them.

**PERSONAL DETAILS:**

Date of Birth : 22/10/1992  
Nationality : Nepalese  
Gender : Male  
Marital status : Married  
Languages Known : English, Hindi and Nepali  
Visa Status : Employment visa

**DECLARATION:**

I hereby declare that the above mentioned statement are true and correct to the best of my knowledge.

**HARISH CHAND**