

PERSONAL PROFILE

Full Name : DIPENDRA DAHAL
Date of Birth : 05-02-1999
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Visa Status : Visit Visa
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Gender : Male
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CAREER OBJECTIVES

Seeking for a company where I can use my expertise, knowledge and skills to help the company to meet and surpass its goals.

WORK EXPERIENCE

- Company** : KATHMANDU FINANCE HOUSE, NEPAL
Position : Cashier
Year : 2 Years
- Company** : WESTERN UNION MONEY TRF, NEPAL
Position : Counter Teller
Year : 1 Year

DUTIES & RESPONSIBILITIES

- ❖ Provided customer service through product knowledge and followed customer service standards.
- ❖ Balance currency, coins and checks in cash drawers at end of the shifts, and calculate daily transactions using computers, calculators, or adding machines.
- ❖ Cash check and payout money after verifying the customer details and signature are correct.
- ❖ Receive cheque and cash for deposit, verify amounts, and check an accuracy of deposit slips etc.
- ❖ Coordinate with branch manager/ supervisor.
- ❖ Cross sale products and introduce new one.
- ❖ Providing qualitative and quantitative weekly and monthly reports using data from market studies to the management.
- ❖ Able to resolve customer disputes in calm and intelligent manner and guide them with relevant information.
- ❖ Attending branch monthly meeting/ training /event to track the sales performance, achievement, individual team member's performance and company operational standards and changes.

EDUCATIONAL QUALIFICATION

- ❖ Higher Secondary School (2016-2018)
- ❖ Bachelor of Business Studies(2019- Present)

Personal SKILLS

- ❖ Knowledge of Cash management and balancing.
- ❖ Attention to details.
- ❖ Computer proficiency skill.
- ❖ Having a warm, sociable, friendly & engaging personality.
- ❖ Good math skills.
- ❖ Strong communication and time management skills.
- ❖ Career-minded and professional at all times.
- ❖ Customer satisfaction orientated.
- ❖ Strong sense of responsibility and desire to get things done properly.
- ❖ Ability to manage multiple tasks under pressured environment.

HOBBIES

Music, Travelling, Reading

LANGUAGE

English, Hindi, Nepali

DECLARATION

I hereby certify that all information I have given are true and correct to the best of my knowledge.

DIPENDRA DAHAL