

HARISH CHAND**Mob: +971-55 3399149****Email: harishchand589@gmail.com****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:

- **Intermediate**
Higher Secondary Education Board (HSEB)
Year : 2010
- **High School.**
Ministry of Education SLC Board
Year : 2008
- **Radio Journalist Training.**

WORK EXPERIENCE:

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