



MR. BIJAYA PARIYAR

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OBJECTIVE

To seek a progressive and challenging position in the field of financial sector where I can apply my knowledge, skills and experience constructively to achieve better prospects.

SUMMARY

Sound academic back ground with very good experience in financial exchanges of United Arab Emirates. Moreover also have a good experience in profit and non-profit organizations, social motivator and accountant at non-profit organization, loan and revenue officer and customer handling at profit making companies with good computer skills. Capable of handling multiple tasks simultaneously, has performed excellently under pressure, maintaining strict confidentiality of company records, coordinated with parties dealing with the company and surpassing performance parameters. Expertise in developing streamlining systems with proven ability to enhance operational effectiveness and meet operational goals within the cost, time and quality parameters.

- **Profile: - 9 years of UAE experience in the field of Financial Exchange in almost all emirates of UAE.**

WORK EXPERIENCES

Company: National Exchange Company PJSC, UAE

(Oct 2021 TO Present)

Position: Branch Officer

Job Responsibilities

- Overall Exchange houses activities.
- Good knowledge of software's.
- Foreign Currency sales and purchase with generating good margins.
- To check and take market rates of currencies through Banks, Exchange houses and Internet platforms and update in system and advice to the branches wherever necessary.
- Maintain friendly relation with colleagues.
- Excellent customer services provide to the customers.
- Having a good knowledge of AML, Supervisory and Customer Services.
- Having a sound knowledge of marketing activities to promote business.
- Handle any emergencies and complaints easily.
- Train team members.
- Attending to customers complains and resolving issues.
- Support the team and ensure continual improvement.

Company: UAE Exchange Centre LLC, United Arab Emirates

(2014 to 2021)

Position: Foreign currency trader / Service officer

Job Responsibilities

- Overall branch activities from opening to closing of the branch.
- Good knowledge of software's like AMIGO, XCQ, Xpress Money, Western Union, HRMS/BO, AMS etc.
- Knowledge of Foreign Currency sales and purchase.
- Maintain friendly relation with colleagues.
- Dealing with customer very friendly by greeting them.
- Having a sound knowledge of AML, Cashiering and Customer Services.
- Participated in Migration of XCQ to AMIGO.
- Attended much training held by UAE Exchange Company LLC.
- Done marketing activities to promote business.
- To cover the drawings made to different countries through Forex Deals with correspondent banks and Service providers like WU, TransFast.
- To check daily transactions for AML/CFT requirements and supporting documents for each and every transaction as required by Central Bank of UAE.

Company: Sagarmatha Multipurpose and Cooperatives Ltd., Nepal

(2012 to 2014)

Position: Customer service / Loan and Revenue Officer

Job Responsibilities

- Providing friendly and helpful service to customers.
- Dealing with the complaints and co-ordination with customers.
- Field visit with engineers for the valuation of property.
- Maintaining monthly interest calculating schedule.
- Following frequently with the customers via telephone and if necessary customer's home visit also.
- Interview applicants to determine financial eligibility for loans.
- Ensure loan applications are complete and correct.
- Review loan agreements to ensure that they are complete and accurate according to policy.
- Reconciliation of all the bank accounts.

Company: Khadghadevi Developers and Investors Pvt. Ltd., Nepal

(2009 to 2011)

Position: Accountant

Job Responsibilities

- Maintain book keeping records in ledger.
- Assist with the auditor at the time of fiscal year.
- Regular bank visit for cash withdrawn and deposit.
- Paying Taxes at the particular tax offices.
- Reconciliation of all the bank accounts.

Company: Amics Del Nepal, Spanish NGO in Nepal

(2007 to 2012)

URL: www.amicsnepal.org

Position: Social Motivator / Tutor / Accountant

Job Responsibilities

- Visit in rural areas of Nepal with Spanish volunteers mostly focused with deprived Children and Women of Nepal.
- Translating the children and women queries in English to the Volunteers.
- Teaching educational help to more than 70 sponsorship children.
- Assist the children in their extra curriculum activities.
- Assist to the children while encounter any difficulties.
- Supervision and monitoring in the sponsorship's children guardian.
- Mobilizing the donation amount in the children education fees, health and sanitation, providing nutrition foods etc.

ACADEMIC QUALIFICATION

- Bachelors In Business Studies (BBS) from Tribhuvan University (TU) of Nepal.
- Intermediate (+2) in Management from Higher Secondary Educational Board (HSEB) of Nepal.
- Passed S.L.C. from HMG board of Nepal.
- Completed MS-Office (Word, Excel, and PowerPoint) course from Nepal.
- Good knowledge in Internet browsing.

PERSONAL PROFILE

Highly motivated person with effective communication and influencing skills along with the genuine effort and ability to build productive relationship with customers and a team members. In addition having a great deal of patience able to remain calm under pressure and work within a team as well as individually.

Name	:	Bijaya Pariyar
Date of Birth	:	26 JUNE 1986
Sex	:	Male
Marital Status:		Married
Nationality	:	Nepali
Passport No.	:	06586578
Issue date	:	31 MAR 2023
Expiry date	:	30 MAR 2033
Visa Status	:	Employment Visa
Visa Validity	:	24 AUG 2025
Languages	:	Fluent in English, Hindi and Nepali