



BIJAYA PARIYAR

BRANCH OFFICER

PROFESSIONAL SUMMARY

Detail-oriented professional with excellent communication, interpersonal, and creative thinking skills. Aiming to leverage my abilities to successfully fill the vacancy at your company. Frequently praised as hard-working by my peers, I can be relied upon to help your company achieve its goals.

SKILLS

- Decision Making
- Product Knowledge
- Customer Service
- Operations Management
- Time Management
- Relationship Building
- Team Leadership

EXPERIENCE

Branch Officer

OCT 2021 - PRESENT | National Exchange Company PJSC

- Organized promotional events at the branch level aimed at increasing brand visibility.
- Managed a variety of administrative tasks such as filing documents, preparing reports.
- Built relationships with customers to provide advice on financial products and services based on individual needs.
- Utilized strong communication skills to address customer inquiries accurately and efficiently.
- Utilized problem-solving skills to resolve complex situations in an efficient manner.
- Provided support for sales activities such as cross-selling and upselling initiatives.
- Performed cash handling tasks such as deposits, withdrawals and transfers with accuracy and efficiency.
- Ensured that all safety protocols were followed at all times within the branch premises.
- Provided excellent customer service to ensure customer satisfaction and loyalty.
- 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.
- Developed effective strategies for managing daily operations, including staff scheduling and workload management.

CONTACT

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- ✉ bisse54@gmail.com
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Foreign Exchange Trader

OCT 2014 - SEP 2021 | UAE Exchange Center LLC

- Monitor FOREX market, speculate and inward/outward booking, close the deal with prospected customer. Trade and Corporate FOREX dealing with almost all exchange houses of UAE.
- Provided expert advice to clients regarding foreign exchange transactions, helping them make informed decisions that aligned with their financial goals.
- Supervising daily cash funding activities (AED and FC) of the branch.
- Responsible for the execution and implementation of the regulations issued by the Central Bank of the UAE and in-house Anti-Money Laundering policy and procedures.
- Enhanced risk management practices for the firm through proper portfolio diversification and currency handling techniques.
- Attended seminars and conferences related to foreign exchange trading techniques.
- Reviewed and analyzed market trends in order to predict fluctuations in foreign exchange rates.
- Contacted prospective customers to present information and explain available services.
- Offered advice on purchase or sale of particular Foreign currencies.
- Maintained records of all transactions and positions held in various currencies.
- Identified profitable opportunities and executed trades accordingly.

EDUCATION

Bachelors in Business Studies (BBS)

Xavier Int'l Collage, Kathmandu

LANGUAGES

- | | |
|-----------------------------|---------------------------|
| • English
Fluent | • Hindi
Fluent |
| • Arabic
Beginner | • Nepali
Native |

REFERENCES

References available upon request