

## Curriculum Vitae



### **Prakash Thebe**

**Address:** Dubai, United Arab Emirates

**Contact:** +971-561977890

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#### **Profile Summary:**

- A competent professional with Major Finance degree.
- Gained experience in handling remittance, banking, accounting and admin.
- Sound knowledge of MS Office & windows.
- An astute individual with good convincing, problem solving & resource management skills along with analytical Abilities.

#### **Career Objective:**

- Looking for a career in challenging professional world where growth is unlimited & work is in a challenging atmosphere where acquired skills of experience will be utilized for continuing growth and advancement of the organization.

#### **Personal Skills:**

- Comprehensive problem-solving abilities, excellent verbal and written communication skills, ability to deal with People diplomatically, willingness to learn, interest in working as a team.

#### **Educational Credentials:**

- Graduate bachelor's in business studies (**B.B.S**) from **Pathari Multiple Campus -Tribhuvan University – Patharishanischare,Morang,Nepal.**
- Board of Intermediate Education (10+2) from **Red Star Higher Secondary School – Patharishanischare,Morang,Nepal.**
- School Leaving Certificate (SLC) Passed from **Shree Shiksha Sadan Higher Secondary School-Dharan,Sunsari,Nepal.**

#### **Technical Qualification:**

- Expert in the use of Office package (Ms. Word, Ms. Excel MS. PowerPoint, MS. Access), Email/Internet Hardware and software Troubleshooting and installation and Expert in using other software.

#### **Computer Proficiency:**

- Operating System : Windows XP, 2007, 2008 & 2010
- Applications : Microsoft Office
- Hardware : Basic Hardware & Networking

#### **Employment and Company Narrative:**

- **Currently working at LM Exchange as a remittance staff from June 2022.**
- **Working at Guheswori Merchant Banking and Finance Ltd. as a Junior Assistant from 13<sup>th</sup> January 2021 to 24<sup>th</sup> March 2023.**
- **Working at Kumari Bank as a Contract Staff from 15<sup>th</sup> October 2019 to 8<sup>th</sup> March 2020.**
- **Working at Kumari Bank Limited, Pathari Branch as an intern from 15<sup>th</sup> October 2019 to 5<sup>th</sup> November 2019.**
- **Working at Chinari English Boarding School as an assistant teacher from 16<sup>th</sup> April 2016 to 20<sup>th</sup> July 2019.**
- **Working at Kirat Academy as an assistant teacher from 17<sup>th</sup> April 2014 to 10<sup>th</sup> April 2016.**

### **Responsibilities:**

- Making remittance transactions as per AML policies.
- Bought, sold and handled the foreign currency daily.
- Registering WPS and GPSSA company and processing the Salaries and Pensions.
- Making telegraphic transfer to make party payments.
- Posting to the cash Book, Ledgers, and Journal etc.
- Preparation of Invoices.
- Cash and cheque deposit in Bank.
- Maintain petty cash to Procure day to day expenses.
- Ledger entry Incoming and outgoing stock.
- Maintain and update customer records and company equipment's.
- Sending and receiving letters Fax and Emails.
- Greeted visitors, provided basic information to visitors & callers.
- Assisting Accounts and Administration department on day-to-day issues
- Preparation of checking of Trial Balance, Profit and Loss A/c and Balance sheet.
- Submitting daily & weekly report to Branch Manager for all transactions.
- Assisting walk-in and corporate clients.
- Strictly follow the company rules and regulation.

### **Overview about Myself:**

- Confident of getting through with all my assignment on time
- Dedicated and hardworking / Honest and punctual
- Quick learner and excellent team player, ability to meet tight deadlines and work under pressure.

### **Personal Details:**

|                   |   |                                |
|-------------------|---|--------------------------------|
| Father's name     | : | Meherman Thebe                 |
| Mother' name      | : | Tanka Kumari Thebe             |
| Date of birth     | : | 13 <sup>th</sup> October 1995  |
| Gender            | : | Male                           |
| Marital status    | : | Unmarried                      |
| Permanent address | : | Patharishanishchare-06, Morang |
| Nationality       | : | Nepali                         |
| Language          | : | Nepali, English and Hindi      |
| Passport Number   | : | PA1135269                      |

### **Declaration**

I hereby declare that the information furnished above is true to best of my knowledge.

### **Reference**

- Adil Khan (Branch Manager of LM Exchange-Nesto Branch, Al warsan1, Dubai)  
Mobile No.+971-567172779
- Mohan Lal Tamang (Head of remittance of LM Exchange)  
Mobile No.+971-547932214
- Bishal Sapkota (Regional Manager of Guheswori Merchant Banking And Finance Ltd, Province No. 1)  
Mobile No.+9779841248803
- Kuber Dahal (Branch Manager of Guheswori Merchant Banking And Finance Ltd,Pathari Branch)  
Mobile no.+9779862198347
- Madhav Prasad Kharel (Branch Manager of Kumari Bank Limited, Pathari Branch). Mobile No. : +9779852035547
- Gajendra Subba (Principal of Chinari English Boarding School,Pathari) Mobile No. :+9779804035230

Thanks and Best Regards,

**PRAKASH THEBE**