Prakash Adhikari

BANKING OFFICER — CUSTOMER SERVICE

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PROFILE

Banking officer with five years at branch level in customer service and cash. Have opened and verified accounts under full KYC, handled a daily cash limit of Rs 15 lakh, and worked through two NRB inspections. Used to a branch where the queue does not stop and the balance still has to tally at close.

EXPERIENCE

Banking Officer — Customer Service Department Shrawan 2080 – Present
Sagarmatha Development Bank · New Road, Kathmandu

- Open and verify around 25 accounts a week under full KYC, including corporate accounts
- Handle daily cash of up to Rs 15 lakh with no shortfall recorded in two years
- Process remittance payouts and answer AML queries raised by the compliance department
- Prepared branch records for two NRB inspections

Junior Assistant — Teller Baisakh 2078 – Ashadh 2080
Janata Finance Ltd. · Kalanki, Kathmandu

- Counter duty for deposits, withdrawals and cheque clearing
- Maintained the day-end cash position and vault register

SKILLS

KYC and account opening · AML reporting and compliance · Cash handling and vault · Core banking system (Pumori) · Remittance payout · MS Excel

EDUCATION

BBA (Bachelor of Business Administration) — Finance 2074 – 2078
Tribhuvan University · Kathmandu

LANGUAGES

Nepali	Native
English	Professional
Hindi	Conversational

CERTIFICATIONS

AML / CFT Training 2081
Nepal Bankers' Association

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