



Amrit Chhetri

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WORK EXPERIENCE

16/05/1998 – 18/12/2000 Kathmandu, Nepal

SUPERVISOR UNLIMITED KATHMANDU NEPAL

Handling of overall activities and 500 students of MT's

A Production [Shift Supervisor](#) oversees the day-to-day activities of workers at the production units and ensures maximum productivity. The job description entails handling complaints and requests; ensuring the cleanliness of workspace and stocking essential supplies. Other daily tasks are listed on the **Production Shift Supervisor Resume** as follows – managing daily schedules and employee shifts; assigning duties to employees and overseeing their progress; training and [integrating new workers](#); providing guidance and feedback to employees; ensuring adherence to industry rules and regulations; [resolving conflicts and issues](#), and overseeing transfer or transportation of products to and from the worksite.

19/07/2000 – 17/10/2002 Inaruwa, Sunsari, Nepal

FINANCIAL ACCOUNTANT SUNSARI SAVING & CO-OPERATIVE CREDIT LTD.

- Coordinating accounting functions and programs.
- Preparing financial analyses and reports.
- Preparing revenue projections and forecasting expenditure.
- Assisting with preparing and monitoring budgets.
- Maintaining and reconciling balance sheet and general ledger accounts.
- Assisting with annual audit preparations.
- Investigating and resolving audit findings, account discrepancies, and issues of non-compliance.
- Preparing federal, state, local, and special tax returns.
- Contributing to the development of new or amended accounting systems, programs, and procedures.
- Performing other accounting duties and supporting junior staff as required or assigned.

17/11/2004 – 11/07/2006 Inaruwa, Nepal

IN-CHARGE/MANAGER HM SUPPLIERS AND REMITTANCE

Prepare the Guidelines and Procedures of International Fund Transfer and Local Fund Transfer such as Inter-Bank Transfer, FAST, RFT, BAKONG and alliance partners. • Prepare daily operations reports of Local and International Fund Transfer, ITRS, PSD and other related reports which are required by management and regulatory bodies. • Review and approve the daily transactions of Local and International Fund Transfer. • Verify and reconcile Nostro and Vostro accounts to ensure that all daily transactions are corrected. • Supervise and support subordinates and operational staff of the branches regarding to the implementation and compliance of Remittance Guideline/Procedures, KYC, CDD, EDD, AML/CFT policy and other related regulatory requirements. • Ensure that all requirements report such as ITRS and PSD reports are submitted to NBC on time. • Visit branches every quarterly for monitoring and training of remittances products and services to branches' staff. • Solve all issues related to the payments/settlements with correspondent banks in a timely manner. • Report suspicious customer transactions to Compliance Department, if any. • Perform other duties as required/assigned by the management.

19/12/2006 – 17/10/2009 Itahari, Sunsari, Nepal

BRANCH IN-CHARGE INTERNATIONAL MONEY EXPRESS (PVT) LTD.

Direct all operational aspects including distribution operations, customer service, human resources, administration and sales

Assess local market conditions and identify current and prospective sales opportunities

Develop forecasts, financial objectives and business plans

Meet goals and metrics

Manage budget and allocate funds appropriately

Bring out the best of branch's personnel by providing training, coaching, development and motivation
Locate areas of improvement and propose corrective actions that meet challenges and leverage growth opportunities

Share knowledge with other branches and headquarters on effective practices, competitive intelligence, business opportunities and needs

Address customer and employee satisfaction issues promptly

Adhere to high ethical standards, and comply with all regulations/applicable laws

Network to improve the presence and reputation of the branch and company

Stay abreast of competing markets and provide reports on market movement and penetration

12/12/2010 – CURRENT Inaruwa, Sunsari, Nepal

CHIEF EXECUTIVE OFFICER KHUSBU ENTERPRISES

Develop high quality business strategies and plans ensuring their alignment with short-term and long-term objectives

Lead and motivate subordinates to advance employee engagement develop a high performing managerial team

Oversee all operations and business activities to ensure they produce the desired results and are consistent with the overall strategy and mission

Make high-quality investing decisions to advance the business and increase profits

Enforce adherence to legal guidelines and in-house policies to maintain the company's legality and business ethics

Review financial and non-financial reports to devise solutions or improvements

Build trust relations with key partners and stakeholders and act as a point of contact for important shareholders

Analyze problematic situations and occurrences and provide solutions to ensure company survival and growth

Maintain a deep knowledge of the markets and industry of the company

● **EDUCATION AND TRAINING**

12/02/2006 – 15/08/2006 Inaruwa, Nepal

COMPUTER AND LANGUAGE A1 Computer Institute

Address Babiya-2, Sunsari, Inaruwa, Nepal

19/01/2009 Inaruwa, Nepal

TALLY 7.0 AND TALLY 9.0 Galaxy Computer Point

Address Inaruwa-1, Sunsari, Inaruwa, Nepal

● **LANGUAGE SKILLS**

Mother tongue(s): **NEPALI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH, HINDI, MAITHALI	A2	A2	A2	A2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Microsoft Office | Microsoft Excel | Microsoft Powerpoint | Microsoft Word | Outlook | Google Drive | Zoom | Facebook | Power Point | Google Docs | Decision-making | Team-work oriented