



# SARBIND KAPARI

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Doha, Qatar

## PROFESSIONAL SUMMARY

A detail-oriented accounting professional with a Master's in Business Studies (MBS) and over six years of progressive experience in finance, banking, and community program coordination. Proven ability to enhance operational efficiency, build strong client relationships, and ensure compliance. Skilled in Tally, MS Office, and AI productivity tools. Seeking a role to leverage expertise in a growth-oriented organization.

## PROFESSIONAL EXPERIENCE

Nov 2023 – Present

### Al Jazeera Exchange, Qatar

#### Teller

- Achieved the highest transaction volume in the branch through exceptional efficiency and accuracy.
- Built lasting client relationships by delivering premier customer service in a fast-paced financial environment.
- Ensured strict adherence to all financial policies and security protocols.

Oct 2022 – Oct 2023

### Janaki Finance Company Ltd. (Bank), Nepal

#### Junior Assistant

- Assisted in daily banking operations, including account maintenance, customer service, and teller duties.
- Shadowed senior staff across departments to gain insights into bank workflows and interdepartmental coordination.
- Enhanced ability to prioritize tasks and work efficiently in a dynamic setting.

Jun 2019 – Aug 2022

### Appan Mithila Sewa Samaj (NGO), Nepal

#### Supervisor

- Organized and supervised free skill-development training programs for women across Dhanusha district.
- Coordinated with local government bodies, including the Mayor, Deputy Mayor, and Ward Secretaries.
- Developed strong motivational, disciplinary, and stakeholder management skills

## EDUCATION

2023

### Master's Degree in Business Studies (MBS)

RRM Campus, Tribhuvan University, Nepal  
First division

2019

### Bachelor's Degree in Business Studies

(BBS) City College, Tribhuvan University,  
Nepal Second division

2014

### Higher Secondary (10+2 Commerce)

National Academy, HSEB, Nepal  
Second division

2012

### SLC ( Class 10 )

Sharda Secondary English Boarding School, Nepal  
Second division

## TRAINING & CERTIFICATIONS

### • **Diploma in Financial Accounting (DFA)**

Six-month intensive course in computerized accounting

- Gained proficient knowledge in Tally ERP, MS Office Suite (Word, Excel, PowerPoint, Access), and accounting fundamentals.

### • **Compliance & Security Certifications**

- Anti-Money Laundering (AML) Training – Al Jazeera Exchange
- Email Phishing & Cybersecurity Awareness – Al Jazeera Exchange

## PROJECTS & DISSERTATIONS

### • **Academic**

Master's Dissertation: "Effect of Financial Education on Literacy Rate" – Research-based analysis on financial literacy impact.

Bachelor's Project: "Liquidity Position of Nabil Bank Ltd." – Analytical review of bank liquidity metrics.

### • **Professional**

NGO Project Report: Created a comprehensive cost analysis and development plan for women's skill-training programs.

## SKILLS

- **Financial Operations:** Transaction Processing, Cash Handling, Compliance & Reconciliation, Financial Reporting, POS System Handling & Daily Report Calculation and Preparation
- **Compliance & Security:** Anti-Money Laundering (AML), Regulatory Compliance, Email Phishing Awareness, Financial Security Protocols
- **Software & Tools:** Tally ERP, MS Excel (Advanced), MS Word, MS PowerPoint, POS System
- **AI Tools for Productivity:** ChatGPT, Microsoft Copilot, Google Gemini, Grok, Deep seek
- **Soft Skills:** Stakeholder Coordination, Customer Relationship Management, Program Supervision, Motivation & Team Discipline
- **Languages:** English, Nepali, Hindi (Fluent in Reading, Writing, Speaking)

## ACHIEVEMENTS & AWARDS

- Received an Appreciation Certificate from the Mayor of Hanspur Municipality for timely organization and funding of a development training program.
- Top-two finalist in a National Level Quiz Competition telecast on Kantipur National Television.

## PERSONAL DETAILS

- Date of Birth : 3/Jul/1995
- Nationality : Nepali
- Qatar ID : 29552448512 (Expiry: 15/10/2026)

## EXTRA CURRICULAR ACTIVITIES AND HOBBIES

- Social activities, Volunteering, Sports, Listening music, Enjoy traveling, Drawing

## REFERENCE

Available upon request.

## DECLARATION

I hereby declare that the information provided is true and correct to the best of my knowledge.