



# Namrata Shrestha

Cash Teller

## CONTACT

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## AWARDS

### Best employ of the year

Manakamana Multipurpose Co-operative Ltd / 2021 / Sarlahi, Nepal

## ACHIEVEMENTS

- Achieved 99% accuracy in remittance processing reducing errors significantly.
- Processed over \$ 200k in remittance monthly ensuring timely payments.
- Streamlined payment, resulting in a 20% reduction in processing time.

## SKILLS

- Payment coordination - Skillful
- Payment Processing - Experienced
- Data Entry Accuracy - Skillful
- Customer Service - Experienced

## SUMMARY

Details oriented **Cash Teller** with more than **7 years** of experience in processing transaction, verifying currency authenticity and managing remittance operation. Prove ability to enhance efficiency and accuracy in financial transactions.

## EDUCATION

### School level

Chaturbhujeshwor Janata Secondary School / Sarlahi, Nepal / April, 2002 - April, 2014

### Intermediate Level

Chaturbhujeshor Janata Higher Secondary / Sarlahi, Nepal / August, 2014 - December, 2016

### Bachelor of Business Studies

Chaturbhujeshor Janata Multiple Campus / Sarlahi, Nepal / June, 2017 - January, 2023

## WORK EXPERIENCE

### Junior Cash Teller

Manokamana Multipurpose Co-operative Ltd. / Sarlahi, Nepal / September, 2018 - August, 2022

- Verified and processed various currency transactions, ensuring compliance with financial regulations.
- Identified counterfeit notes, safeguarding the organization from financial losses.
- Accurately counted and bundled cash for turnover, maintaining strict cash handling protocols.
- Processed travelers' checks with proper documentation, ensuring secure transactions.
- Executed money transfers through western union and other platforms, adhering to established procedures.
- Maintained accurate record of telegraphic and mail transfer, minimizing errors in processing.
- Conducted demand draft transaction, verifying customers identification as per legal requirements.

- Financial Reporting - Expert
- Currency Verification - Experienced

## LANGUAGE

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Nepali - Expert  
English - Skillful  
Hindi - Skillful

## Senior Cash Teller

Manokamana Multipurpose Co-operative Ltd. / Sarlahi, Nepal / August, 2022 - May, 2025

- Processed customer bill payments, consistently exceeding processing objectives and enhancing customer satisfaction.
- Deposited large check into corporate accounts, ensuring timely and accurate transactions.
- Managed more than 400k payments, gaining comprehensive knowledge of the process and improving efficiency.
- Posted payments to corporate client accounts, resolving rejected payments promptly.
- Prepared payments schedule best on customer plans, addressing short payments and deductions effectively.

## TRAINING/CERTIFICATIONS

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### Diploma in Computer Application

IT Plus Computer Training Center , 2017

- Fundamentals & Office Productivity tools.
- Graphic Design & Multimedia.
- Programming and Functional application Software.
- Accounting Package Tally 9.0 & Qbasic Programming.
- Assemble and disassemble Hardware.

### Anti-Money Laundering and Combating Financing of Terrorism

IME Digital Solution Ltd. , 2022