

Manjil Prasai

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Experienced and dedicated banking professional with over 9 years of experience in the Nepalese banking sector. Demonstrated expertise in financial operations, customer service, compliance, and risk management. Recognized for being self-motivated, reliable, and results-driven, with a strong commitment to excellence. A mature and adaptable team player who thrives in challenging environments, consistently meeting deadlines and performing well under pressure. Equally effective working independently or collaboratively to achieve organizational goals.

EXPERIENCE

Kumari Bank Limited

May 2015 - Jun 2024

Senior Assistant to Supervisor : Credit Administration Department (Head Office)

- Review Credit Assessment of the loan client of branches
- Review the Credit Quality, Credit Performance and Credit Revenue at highest level of all branches.
- Review all the legal document received from branches
- Review complete information update of customer in CBS and inform branch accordingly if required.
- Duly update the CIB of Loan files.
- Help branch in disbursement of loan.

Assistant to Senior Assistant : Kumari Bank Limited (Pepsicola Branch)

- Understand, monitor and achieve the credit sales of the branch.
- Prepare Credit Assessment of the loan client including review offered mortgage property, verify income of client, and all
- Maintain the Credit Quality, Credit Performance and Credit Revenue at highest level.
- Ensure the complete information update of credit customer in CBS.
- Observe, analyze and understanding new and existing loan client, to have knowledge of client, their background, purpose and repayment plans under relationship management.
- Ensure recovery of interest and principal as per schedule.
- Prepare the MIS report related with credit and credit related
- Duly update the CIB of Loan files.

Assistant : General Service Department/ Relocation Department

- Identifying the number of branches to be relocated which are within close vicinity due to merger.
- Feasibility Study of the area proposed for relocating the branches
- Correspondence with the House owner and issuance of termination / agreement letter to the premises of the relocating branches.
- Correspondence with the Central Bank seeking approval for establishing new branches and Extension Counter of those relocating ones.
- In coordination with Department head, helped bank to open more than 50 branches all over Nepal.
- Help and support newly opened Branches in Inventory supply and management.
- Looking over all insurance of the Bank. i.e BBIP insurance, Inventory insurance, Vehicle insurance.

Trainee Junior Assistant to Assistant: Head office

Teller and Clearing :

- Ensuring that the customers are provided with the proper service without delay Cash deposit and withdraw along with foreign currencies
- Verification of the vouchers
- Ensuring that the cash in vault is maintained within the limit of the cash insurance
- Providing MIS to the Branch Manager on monthly basis or as required
- ATM Management
- Ensuring that sufficient cash is loaded in ATM in a day before the public holiday
- Ensuring that the proper records of outward clearing/inward clearing/net clearing difference is maintained.
- Reconciliation of Account on Daily Basis.
- Ensuring total of payment/receiving/forex cashier is tallied in both the system as well as payment/receipt scroll
- Ensuring that the vault balance as per the system is tallied with the physical cash
- Coordinating with Cash in Transit service provider for depositing/withdrawing cash to NRB)
- Operation (Inward/Outward, Clearing)
- Supervision of Inwards cheques all the branches of the bank
- Looking after the overall outward cheques of Main Branch and Head office.
- Preparation of Inward Settlement with NCHL through NRB.
- Preparation of Monthly bills of NCHL, IPS, USER-IDs.

Customer Service Department :

- Opening of Account of Customers (Both Personal Account and Current or Business Account.
- Solving problems of Customers verbally or physically
- Issuance of Cheques Book , ATM Card, Credit Card, Mobile Banking, Internet Banking and other banking service
- Solving other queries i.e. Dormant, KYC, Blacklisting, Fixed Deposit, Locker service
- Daily report to supervisor of branch
- Monthly report to concern department with coordinate to Supervisor/Branch Manager

Worked in the CBS called Pumori and finnacle

**Outsourcing Teller
Laxmi Bank Limited**

**Kathmandu
Nov, 2014 - May, 2015**

EDUCATION

Master

Shankher Dev Campus (Tribhuvan University)
Putalisadak, Kathmandu

Feb, 2017 - Jun, 2023

Bachelor

St Xavier's College (Tribhuvan University)
Maitighar, Kathmandu

Nov, 2011 - Nov, 2016

HSEB(+2)

Kathmandu Don Bosco H S School
Baneshwor Kathmandu

Oct, 2009 - Oct, 2011

SLC

Gyan Niketan English Boarding School
Kathmandu, Shankhmool

Nov, 1997 - Jun, 2009

ACHIEVEMENTS

Excellent customer service
Opening of more than 50 Bank Branches

TRAINING /CERTIFICATIONS

Unleashing the power of Excel National Banking Institute (NBI)	2018
Anti Money Laundering (AML) and Combating Financing of Terrorism (CFT) National Banking Institute (NBI)	2018
Financial Fraud & its New Scenario: The ATM Fraud Institute of Banking and Insurance (IBI) Studies	2019

AWARDS

The Gold Standard Certificate from fintelegt NBI with Fintelegt	Kathmandu 2018
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Successfully completed course and exam held by National Banking Institute Ltd (NBI) with Fintelegt and achieved The Gold Standard Certificate course in Anti Money Laundering (AML) and Combating Financing of Terrorism (CFT)

SKILLS

Communication, Self-confident Honesty and Hardworking, customer Relationship management skills., Credit and risk management, Sales and Business Development, Team Leadership and Supervision

LANG UAG E

Nepali, English, Hindi

REFERENCES

Ananta Gautam - CEO
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