

Lokendra Bahadur Chand

Kalanki 14, Kathmandu | +977 9865917593 | chanlokesh1995@gmail.com

Career Objective

A highly motivated and detail-oriented individual seeking a challenging position in the hospitality sector to utilize my skills in customer service, finance, and problem-solving. Eager to contribute to the growth and development of the institution while learning and improving professionally.

Education

- MBS (Finance) Nepal Commerce Campus, (2023) Minbhawan kathmandu, TU
- BBS (Finance) Far-western University Central Campus, (2017), Mahendranagar Kanchanpur
- +2 commerce, Tribhuvan Higher Secondary School, Tilachaur, Kanchanpur (2012) HSEB
- SLC Tribhuvan Higher Secondary School, Tilachaur, Kanchanpur (2010)

Work Experiences

- Assistant at Prabhu Bank since 2018 May 15 with various job roles and responsibilities like Bank teller, Customer service, clearing and back office, Swift and LC.

Current Roles and Responsibilities

Trade department in branch level:

- Prepare, send, and receive SWIFT messages (MT series like MT103, MT202, etc.).
- Support international remittances, L/Cs, foreign currency transactions.
- Ensure all SWIFT messages comply with AML, KYC, and regulatory standards.
- Follow up on queries related to delayed or failed messages.
- Maintain logs of all SWIFT messages sent and received.
- Assist in internal and external audit preparations related to SWIFT operations.
- Liaise with central SWIFT units, correspondent banks, and internal department.
- Supporting to loan officer for documentation and other works like BSVR and RSVR

Skills

- MS Office, banking software, strong interpersonal, sales and reporting skills