

CURRICULUM VITAE

PERSONAL DETAILS

Name : Rajib Malla
Father's Name: : Raja Bhakta Malla
Date of Birth : 14th September ,1987
Nationality : Nepali
Marital Status : Married
Addresses : Permanent
Minbhawan-31, Baneshwor
Kathmandu, Nepal
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SCHOLASTICS

- Master in Business Administration specialization under Banking and Insurance, KFA Business School, Mid Baneshwor Kathmandu, affiliated to Vinayaka Missions University, India 2012 AD(Course Duration : 2 years)
- Bachelor in Business Administration specialization under Banking and Finance, Modern Nepal College, Bagbazar, Kathmandu, Nepal affiliated to Tribhuvan University, Nepal,2009 AD (Course Duration: 4 years)
- Class XII (HSEB) Kathmandu Model College, Kathmandu, Nepal, 2005 A.D (Course Duration: 2 years)
- SLC (His Majesty Government/Nepal Government Board) Pacific Academy School, Kathmandu, Nepal. 2003 A.D ,

EXPERIENCE

- **Nepal Infrastructure Bank Limited**
Duration: From 22nd October 2018
Designation – Officer, Treasury, Finance and Operation
Current Profile Description: Handling all the trade and treasury operations
- **Mashreq Bank**
Nepal Representative office
Duration: From 15-Sept 2013 to 21st October 2018
Designation – Officer, Business Development (Sales and Marketing)
Current Profile Description:
Work closely with financial institution for day to day operation for trade and treasury business, compliance related activities, monitor business volume and follow up for pipeline business.
- **Laxmi Bank Limited**
Duration: From October 2, 2009 to 14-Sept 2013
Designation – Assistant Trade Operations at Corporate Office, Hattisar (Level: Senior Assistant)

Current Profile Description:

Handling all the trade relevant operations and banking functions inclusive of issuing LCs,Bills, SWIFT etc
Experienced in Central Operations (Bills, Remittance –Inward and Outwards, Accounts service, Clearing ,ATM, Account Services)

- **Nepal Credit and Commerce Bank Limited**
Duration: 8 weeks
Designation – Inter
Department: Customer service and Marketing Department at Kumaripati branch
- **Citizen College**
Kumaripati, Lalitpur
Strategic Management, BBA(VIII Semester)
Fundamentals of Organizational Behaviour, BBA(IV Semester)
Introduction to Human Resource Management, BBA (V Semester)
- **Kantipur International College**
Buddhanagar, Baneshwor
Banking and Insurance, BBA (V Semester)
Strategic Management, BBA (VIII Semester)
- **DAV College of Management**
Bhanimandal, Lalitpur
Distribution Management, Marketing BBA(VIII Semester)

COMPUTER RELATED SKILLS

- Good office application skills, especially on Word, Excel, PowerPoint, Ms Dos, Notepad, Flash, HTML, and internet Explorer
- Fundamental Knowledge on C, C++, Data Base Management System,
- E-Commerce, Photoshop

TRAINING

- **Banking Finance & Insurance Institute of Nepal**
Duration: 2 days (29th and 30 March 2019)
National Banking Training Institute
- **Incoterms 2010 & Documentary Payment Instruments**
Duration: 2 days (3rd and 4th July 2012)
National Banking Training Institute
- **Customer Service Excellence Workshop**
Duration: 1 day (15th September 2010)
Laxmi Bank Limited

COMPETENCES

- Developing operation manual

- Training and facilitating skill
- Good Knowledge on computer software
- Research and Proposal writing skill
- Planning, monitoring and evaluation
- Networking and co-ordination skill

Reference

- Mr .Manjaya Pandey
Trade Head
Prabhu Bank Ltd
Cell No:9851029637

I do hereby confirm that the information above is true to the best to my knowledge and belief.

