

# ANJANA KHADKA

## SUMMARY

Reliable Cashier proficient in scanning and arranging customer items efficiently, accepting payments and keeping workspaces organised. Enthusiastic assisting customers with outstanding attention to detail.

## EXPERIENCE

**Cashier, 06/2022 - Current**

**AL SAFEER GROUP OF COMPANIES - SHARJAH, UAE**

- Answering customer questions, providing information about products and services.
- Manage transactions with customers using cash registers. Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit. Redeem coupons and points & Issue receipts , refunds, change or tickets.

**Receptionist, 11/2020 - 12/2021**

**PRABHU BANK - KATHMANDU, NEPAL**

- Welcomed guests and clients in friendly, positive manner.
- Answered and directed incoming calls to relevant staff members using multi-line telephone system.

**Accountant, 06/2018 - 08/2020**

**TRIYOG SUB MONEY TRANSFER - KATHMANDU, NEPAL**

- Posted accounts receivable payments made by cash, cheque or credit card payments. Produced monthly and year-end closing statements, financial documents and invoices.

**Secondary School Teacher, 06/2017 - 06/2018**

**FAIRLYLAND ENGLISH HIGH SCHOOL - KATHMANDU, NEPAL**

- Plan lessons and instruct their students in the subject.
- Created smart and creative activities for subject to refresh knowledge.

## EDUCATION

**Bachelor of Business Administration, 2017**

**NMC COLLEGE - KATHMANDU, NEPAL**

## DECLARATION

- I solemnly declare that all above information is correct to the best of my knowledge and belief.



## CONTACT

**Address:** SHARJAH, UAE

**Phone:** +971544971179

**Email:** alinza73@gmail.com

## SKILLS

- Proficient in Point Of Sale (POS) and Microsoft Office product
- Customer greeting and strong problem solving skill
- Data processing and documentations skill & Fast learning and understanding
- Strong organizational, administrative, and interpersonal skills

## LANGUAGES

**Nepali:** First Language

**Hindi:** C1  
Advanced

**English:** C1  
Advanced

## VISA STATUS

Passport No - 11148070

Visa Status - Employment

Expiry Date - 29/06/2024