

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