#### PERSONAL INFORMATIONS

**Female** 

25-02-1994 A.D.

Abu Dhabi, United Arab Emirates

## <u>sujinamalla271@gmail.com</u> +971543358905

Nationality: Nepalese
Marital Status: Married
Passport No: PA0768568
Passport Issued: 08-09-2022
Passport Expiry: 07-09-2032
Visa status: Valid Visit visa

### **EDUCATIONAL QUALIFICATION**

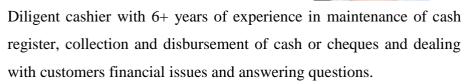
- SLC from Shree Kajiman Haritika Secondary School-2010
- HSEB from Shree Kajiman Haritika Higher Secondary School-2012
- Bachelor's Degree in Education from Tribhuvan Aadarsha Campus-2018 A.D

#### OTHER CERTIFICATIONS

- Certification of Project Proposal Writing Training
- Radio Jockey and Technician Training
- Computer Training
- LANGUAGES KNOWN
- English
- Hindi
- Nepalese
- > SKILLS
- Leadership
- Communication
- Customer Service
- Sales and Marketing
- Merchandising
- Inventory Management
- Financial Management
- Team Management
- Organizational
- Attention to Detail
- Networking and Relationship Building
- Problem-solving
- Creativity
- Adaptability
- Conflict Resolution

# **SUJINA MALLA**

#### > PROFESSIONAL SUMMARY



#### **WORK EXPERIENCE**

#### **❖** CASHIER

SURYODAYA SAVING AND CREDIT COOPERATIVE SOCIETY LTD. (2018 – 2024)

- Maintenance of cash register.
- Address customer inquiries, concerns, and complaints.
- Conduct regular inventory audit.
- Collection and disbursement of cash and cheques.
- Provides a positive customer experience with fair, friendly, and courteous service.
- Maintains checkout operations by following policies and procedures.
- Register sales or a cash register by scanning items, itemizing and totaling customs purchases.
- Balances cash drawer by counting cash at beginning and end of work shift.
- Contributes to team effort by accomplishing related results as needed.

#### **❖ PROGRAM PRESENTER**

#### **COMMUNITY RADIO SYANGJA F.M.(89.60) (2014-2017)**

- Coming up with ideas for show.
- Researching guests, music, or other content for the show.
- Writing links or structuring the ideas.
- Discussing features, guests and other plans with the show team.

#### > REFERENCES

# Suryodaya Saving and Credit Cooperative Society Limited

Manager : Dhruba Narayan Shrestha

Community Radio Syangja F.M(89.6 MHz.)

Station manager : Ek Narayan Godar

