

## ➤ PERSONAL INFORMATIONS

Female

25-02-1994 A.D.

Abu Dhabi, United Arab Emirates

[sujinamalla271@gmail.com](mailto:sujinamalla271@gmail.com)

+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

Diligent cashier with 6+ years of experience in maintenance of cash register, collection and disbursement of cash or cheques and dealing with customers financial issues and answering questions.

## 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 : Dhruva Narayan Shrestha

**Community Radio Syangja F.M(89.6 MHz.)**

Station manager : Ek Narayan Godar