



Bibek Adhikari

ABOUT ME

I am creative, passionate and highly motivated person. I am quick learner and I have a high willingness to know new things. I love to be in challenge, and also to meet new people. I believe that my skill and knowledge will bring your attention on it.

CONTACT



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+971-557237686



Dubai, United Arab Emirates

PASSPORT

- Passport Number: 11066317
- Passport Expiry: 27 Aug 2028

LANGUAGE

- English
- Hindi
- Nepali

PERSONAL DETAILS

- Nationality: Nepalese
- Date Of Birth: July 29 2000
- Marital Status: Single

EDUCATION

SLC

Divya Jyoti Secondary School
(2016)

High School Diploma

Damak Multiple College
(2018)

EXPERIENCE

Ujwal Prints

Graphic Designer
2018-2019

My Electronics

Sales Staff
2019-2020

Lulu Group International

Cashier

Mar 2020- April 2022

Customer Service Representative

April 2022 – March 2024



SKILL

- POS
- Cash Handling & Management
- Fast Learner
- CRM
- SAP
- Customer Service
- Retail Management
- Marketing
- Inventory
- Planning & Organizing
- BI/ Analyzer

EXPERTISE

- Computer Operating
- Photoshop
- Corel Draw
- MS Word
- MS Excel

DUTIES & RESPONSIBILITIES

- To greet the customer.
- Scan the goods & items of customer and finalize the transactions.
- Accept cash & card transactions and various modes of payment.
- Register customers for loyalty membership.
- Issue gift card & vouchers.
- Redeem cards & vouchers for extra discount.
- Submit balance at closing after declaration.
- Provide price information to customers.
- Provide information of different ongoing promotion and POS Vouchers.
- Create Home & Shop deliveries.
- Use SAP for creation of service memo for service item.
- Create and process Purchase Orders to vendors/suppliers.

DECLARATION

All the information contained in this resume is in accordance with facts or truth to my knowledge. I take full responsibility for the correctness of the provided information.

