



PERSONAL DETAILS

Nationality:

Nepal

Date of Birth:

12/02/2000

Gender:

Female

Marital Status:

married

Languages:

English, Hindi &
Nepali

Passport Number:

PA0531584

Date of Expiry:

24/05/2032

Visa Status:

VISIT VISA

Skills:

- Good communication skills
- Customer Relationship
- Quick Learner
- Believe in Discipline
- Easy adaptable to any kind of environment

CURRICULUM VITAE

MAMATA GADAI SUNAR

Dubai – U.A.E

Mob +971-504894579

Email :sakchhyamsuman@gmail.com

CAREER OBJECTIVE

I would like to join an Organization that is driven to excellence and promotes professional development based on employee's efforts, loyalty and work ethics. To have an opportunity to work with a reputed organization and expertise to grow, develop and advance with the organization.

ACADEMIC CREDENTIALS

- **12th Class Pass From Shree Daunne Devi Higher Secondary School**
- **Bachelor First Year Passed From Shree Daunne Devi Higher Secondary School**

COMPUTER KNOWLEDGE

- **Basic course (MS word , MS excel ,)**
- **Diploma in Tally -9.0**
- **Vat bill**
- **Accounting program**

WORK EXPERIENCE

1. **Worked as Receptionist in NEW Dhawalagiri jewellery shop for 2 Years**
2. **Internship course at kumari bikash bank for 3 month**
3. **Worked as a Telex transfer and Cashier at international money express for 1 year**

Duties and Responsibilities:

- Provides a positive customer experience with fair, friendly, and courteous service.
- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases.
- Resolves customer issues and answers questions.
- Bags purchases if needed.
- Processes return transactions.

DECLARATION

I hereby declare that the particulars furnished above are true to the best of my Knowledge and belief.

Place: Dubai, U.A.E