



INDIRA RAI

CASHIER/RECEPTIONIST

PROFESIONAL SUMMARY

A Self-motivated and resourceful Cashier/Accountant Who is seeking a role in a Company. Organized, Reliable, trustworthy and able to work on own initiative. Strong interpersonal Skills proven ability to work well with individuals at all levels. Good Humored and enthusiastic under pressure.

WORK EXPERIENCE

Shotokan karate instructor

MAY-2023-TILL DATE

- Train and supervise students in martial arts philosophies and techniques.
- Schedules individuals and group instruction classes.
- Promote patience, discipline and focus as student learn.
- Track student ' progress and provide guidance for improvement .

Royal pacific immigration UAE

Dec-2022-Apr-2023

- Provide legal advice on immigration status, law and protection for clients .
- Protect and file legal documents on behalf of clints.
- Negotiate with government agencies on behalf of clints.

New Jhapa Electronic Trade Center Money Transfers Nepal Cashier/Accountant

May-2010-Dec-2020

- Work as a team member performing cashier duties and product assistance while providing excellent customer service.
- Recommended , selected and helped locate and obtain out of stock product based on costumer request .
- Handel the cash card transaction accurately and efficiently .

Passport Details

Passport No:PA2432569

Issue Date:09-Feb-2024

Expiry Date:08-Feb-2034

Issues Date: MOFA, Kathmandu, Nepal

Visa Details

Visa Status: freelance visa

Date of issue: 13-Aug-2023

Date of Expiry: 12-Aug-2025

DECLARATION:

I hereby declare that the above furnished information is correct to my knowledge and i bear the responsibility for the correct of the above-Mentioned particulars.

INDIRA RAI

CONTACT

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Sharjah King faisal street UAE

EDUCATION

2010-2011

SHREE MAHENDRA RATNA HIGHER
SECONDARY SCHOOL NEPAL

2011-2013

SHREE MAHENDRA RATNA HIGHER
SECONDARY SCHOOL NEPAL

- Management

SKILLS

- Good Costumer Service
- Hardworking
- Able to learn new job/task quickly
- Team player
- Reliable, Trustworthy, Enthusiastic
- Good communication English
- Computer literate
(MS,WORD,EXCEL POWER POINT
etc)
- Ability to work under pressure Day,
Night, PH and weekends
- Costumer focused attitude

LANGUAGES

- English
- Hindi