

## CURRICULUM VITAE

### GOMA LAMA

Mobile: 055 205 1284

Dubai-UAE

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### **Objective:**

A position with an organization where I can utilize the best of my skills and abilities that fit my education, skills and experience a place where an encouraged and permitted to be an active participate as well contribute to the development of the company.

### **Work Experience:**

#### ❖ **Cashier/Customer Service**

Accuro Specialties Support  
Services LLC in Sharjah (2022  
to 2024) Sharjah, UAE

#### ❖ **Managing Inventory of Cafeteria**

Accuro Specialist Support Services LLC in  
Sharjah(2022 to 2023) Sharjah, UAE

#### ❖ **Three-month internship in Data Entry & Assisted for Documentation**

### **Responsibilities :**

Handling scheduling, record-keeping and reporting for smooth operations  
Operate cash register and cash draws  
Monitor and maintain inventory as well as handling daily sales  
Training and Advising staff  
Resolving customer complaints and other issues  
Communicating with clients, department heads on document  
preparation, verification and submission.

### **SKILLS:**

Skilled Collaborator  
Rapid and Adaptive  
Leadership and management  
Effective cross functional communicator  
Ability to work under pressure

**Personal Details**

Date of Birth :08-08-1993  
Nationality : Nepal  
Gender : Female  
Languages Known : English, Hindi, Nepali

**Passport Details :**

Passport No 11654960  
Date of Issue :08-10-2019  
Date of Expiry :19-10-2029

**Educational  
Qualification:**

MBA student in European International University, Paris  
BBS in 2018 from Madan Bhandari Memorial College, Kathmandu, Nepal  
High School in 2013 from Madan Bhandari Memorial College,  
Kathmandu, Nepal

**Computer Proficiency:**

Working knowledge regarding application package MS Word, MS Power Point, MS Excel, E-Mail and Internet, zoom online platform, e-zone school app, Printing, Scanning and Photocopy.

**Declaration:**

In the above fact are true and correct to the best of my knowledge. If you could give a chance to work with you, I assure that I will discharge my duties to the entire satisfaction of the organization

